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www.dhs.lacounty.gov

*To ensure access to high-quality,
patient-centered, cost-effective health
care to Los Angeles County residents
through direct services at DHS facilities
and through collaboration with
community and university partners.*



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May 13, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF AN AMENDMENT TO THE HOUSEKEEPING SERVICES
AGREEMENT WITH SERVICON SYSTEMS, INC.
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Request approval of an Amendment to the existing Proposition A Agreement with Servicon Systems, Inc. to revise the current Agreement expiration date, increase Housekeeping Services at the Department of Health Services new High Desert Regional Health Center and the new Pediatric Clinic located in the South Valley Health Center, provide reduced services at the existing High Desert Multi-Service Ambulatory Care Center, make changes to the Statement of Work, and increase the annual contract sum.

IT IS RECOMMENDED THAT THE BOARD:

1. Make a finding pursuant to Los Angeles County Code Section 2.121.420 that Housekeeping Services, as described herein, may continue to be performed more economically by an independent contractor.
2. Approve and instruct the Chairman of the Board to sign the attached Amendment No. 7 (Exhibit I) to Agreement No. 77529 with Servicon Systems, Inc. (Servicon), effective upon Board approval to: 1) revise the current Agreement expiration date from May 23, 2016 to May 31, 2016; 2) increase Housekeeping Services at the Department of Health Services (DHS) new High Desert Regional Health Center (HDRHC) and South Valley Health Center (SVHC) for the new Pediatric Clinic; 3) reduce services for an estimated six month period at the High Desert Multi-Service Ambulatory Care Center (HD

MACC) as DHS transitions to the new facility; 4) make corresponding changes to the Statement of Work (SOW); and 5) increase the annual contract sum from \$2,473,886 to \$2,700,211 (Attachment A).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

It is necessary to amend the current Housekeeping Services Agreement with Servicon to ensure there are appropriate Housekeeping Services for the new HDRHC, HD MACC, and SVHC Pediatric Clinic.

The existing HD MACC facility is being replaced with the new HDRHC at a different location approximately seven miles east of the existing site. The increase in cost at the new HDRHC will provide 2 additional employees to provide special cleaning for terrazzo flooring, windows which include second floor louvers, compliance with the new Green Leadership in Energy and Environmental Design (LEED) seal certification, high dusting in hard to reach areas 30 to 40 feet high, and the provision of a trash compactor etc. The recommended actions are required to provide Housekeeping Services at both sites for an overlapping period during the transition to the new site.

Approval of the first recommendation is necessary to comply with Los Angeles County Code Section 2.121.420, which requires that contracting under Proposition A (Prop A) be cost-effective and operationally feasible. DHS has made that determination and Attachment B provides the cost analysis.

Approval of the second recommendation will allow the Chairman to execute Amendment No. 7 to the Agreement with Servicon to revise the current Agreement term to expire on the last day of the month for ease of accounting purposes, and to increase Housekeeping Services for the transition from HD MACC to HDRHC and the new Pediatric Clinic located in the SVHC. DHS will need Servicon to begin providing services at HDRHC by June 23, 2014 to ensure there is no lapse in service.

The recommended Amendment will also phase out services at HD MACC beginning July 1, 2014, by reducing the level of services at the facility shortly after DHS is scheduled to move into HDRHC in June, 2014. DHS' timeline is approximately six months to vacate the existing HD MACC location, while surplus furniture, equipment and other building contents are relocated to the new facility. During the anticipated six-month transitional period, from July through December 2014, DHS will be responsible for Housekeeping Services at both sites. After the existing site is vacated, the CEO will assume responsibility for the existing HD MACC site.

Implementation of Strategic Plan Goals

The recommended action supports Goal 1, Operational Effectiveness, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The annual contract sum for housekeeping services increases from \$2,473,886 to \$2,700,211 which includes \$145,346 for HDRHC, \$13,131 for SVHC, \$15,848 for unscheduled work due to emergencies and expanded work, and \$52,000 for reduced services at HD MACC for an estimated 6 month period (Attachment A).

Funding is included in the Fiscal Year (FY) 2013-14 Final Budget and will be requested in the future fiscal years. Unscheduled Work due to emergency or expanded work will only be requested up to the available funding.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Agreement may be terminated for convenience by the County in its sole discretion, with no less than ten (10) days' written notice.

The Agreement includes all required provisions, including the most recent provision –Time Off for Voting.

County Counsel has reviewed and approved the recommended Amendment, set forth in Exhibit I, as to form.

It has been determined that the provision of services by the Contractor under the recommended Agreement is subject to Prop A guidelines which include the Living Wage Program set forth in Los Angeles County Code Chapter 2.201. Contractor is in compliance with the Living Wage Program requirements.

CONTRACTING PROCESS

The current Agreement was approved by the Board on May 24, 2011. Servicon was selected following a competitive solicitation process.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommendations will ensure that housekeeping services are provided for the new HDRHC, HD MACC and the Pediatric Clinic in the SVHC.

The Honorable Board of Supervisors

5/13/2014

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mitchell Katz". The signature is written in a cursive, flowing style.

Mitchell H. Katz, M.D.

Director

MHK:tvf

Enclosures

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors
Department of Public Health

**COSTS FOR THE INCREASE OF HOUSEKEEPING SERVICES AT THE NEW LOS ANGELES COUNTY
HIGH DESERT REGIONAL HEALTH CENTER AND THE SOUTH VALLEY HEALTH CENTER**

ATTACHMENT A

AGREEMENT 77529 BUDGET SUMMARY

Group 2 DHS Facilities: High Desert Multi-Service Ambulatory Care Center, Antelope Valley HC, Lake LA Community Clinic, Littlerock Community Clinic, South Valley HC, Acton HC, and Warm Springs HC								
Group 4 DHS Facilities: DHS Administrative Offices-Commerce, El Monte CHC, and La Puente HC								
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	ORIGINAL DHS Annual Contract Sum	ORIGINAL DHS Annual 10% Unscheduled Work	DHS Amendment Annual Increase	DHS Annual 10% Unscheduled Work Increase	Reduced Services at HD MACC for Estimated 6 Month Period	DHS Amendment Annual Increase & 10% Unscheduled Work Increase	NEW DHS Total Annual Contract Sum	NEW DHS Annual Contract Sum Including 10% Unscheduled Work Plus Reduced Services at HD MACC for 6 Months
Group 2	\$1,018,578	\$101,858	\$158,477	\$15,848	\$52,000	\$174,325	\$1,177,055	\$1,346,761
Group 4	\$810,466	\$81,047	\$0	\$0	\$0	\$0	\$0	\$891,513
Total	\$1,829,045	\$182,904	\$158,477	\$15,848	\$52,000	\$174,325	\$1,177,055	\$2,238,274

Group 4 DPH Facilities: Ruth Temple HC, Whittier Public HC, and Public Health Laboratory and Trailer			
	(I)	(J)	(K)
	ORIGINAL DPH Annual Contract Sum	ORIGINAL DPH Annual 10% Unscheduled Work	UNCHANGED DPH Annual Contract Sum Including 10% Unscheduled Work
Group 4	\$419,943	\$41,994	\$461,937
Total	\$419,943	\$41,994	\$461,937

Original Annual Contract Sum Including 10% Unscheduled Work For DHS & DPH:	\$2,473,886
NEW Annual Contract Sum Including 10% Unscheduled Work For DHS & DPH :	Total (H+K)
	\$2,700,211

Department of Health Services
Proposition A - Housekeeping Services
Cost Analysis Summary for Group 2
(Increase of Services at HDRHC and SVHC)
FY 2013-2014

ATTACHMENT B

Group 2 Facilities: High Desert Regional Health Center, Antelope Valley HC, Lake LA Community Clinic, Littlerock Community Clinic, South Valley HC, Acton Health Clinic, and Warm Springs Health Clinic				
Increasing Services at the New High Desert Regional Health Center and Pediatric Clinic in the South Valley Health Center				
Total	Total Estimated Avoidable Costs	Total Contract Price (not including cost of Unscheduled Work Fund)	Estimated Savings From Contracting	Percentage Savings
	\$1,515,113	\$1,177,055	\$338,058	22.31%

AGREEMENT BY AND BETWEEN
COUNTY OF LOS ANGELES
AND
SERVICON SYSTEMS, INC.
FOR
HOUSEKEEPING SERVICES

GROUPS 2

HIGH DESERT MULTI-SERVICE AMBULATORY CARE CENTER
ANTELOPE VALLEY HEALTH CENTER
LAKE LOS ANGELES COMMUNITY CLINIC
LITTLE ROCK COMMUNITY CLINIC
SOUTH VALLEY HEALTH CENTER
ACTON HEALTH CLINIC
WARM SPRINGS HEALTH CLINIC

GROUPS 4

DHS ADMINISTRATIVE OFFICES – COMMERCE
EL MONTE COMPREHENSIVE HEALTH CENTER
LA PUENTE HEALTH CENTER
RUTH TEMPLE HEALTH CENTER
WHITTIER PUBLIC HEALTH CENTER
PUBLIC HEALTH LABORATORY AND TRAILER

Amendment No. 7

THIS AMENDMENT is made and entered into this _____ day of _____, 20____,

By and between

COUNTY OF LOS ANGELES
(hereafter "County"),

And

Servicon Systems, Inc.
(hereafter "Contractor")

Business Address:
3965 Landmark Street,
Culver City, CA 90232

WHEREAS, the County and Contractor, entered into an Agreement to provide "Housekeeping Services for Group 2 which include: High Desert Multi-Service Ambulatory Care Center, Antelope Valley Health Center, Lake Los Angeles Community Clinic, Littlerock Community Clinic, South Valley Health Center, Acton Health Clinic, and Warm Springs Health Clinic and for Group 4 which include: DHS Administrative Offices –Commerce, El Monte Comprehensive Health Center, La Puente Health Center, Ruth Temple Health Center, Whittier Public Health Center, and Public Health Laboratory and Trailer," dated May 24, 2011 and further identified as Agreement No. 77529, and any amendments thereto (all hereafter referred to as "Agreement") and,

WHEREAS, it is the intent of the parties hereto to amend Agreement to increase Housekeeping Services for the new Los Angeles County High Desert Regional Health Center and the new Pediatric Clinic located in the South Valley Health Center, and to provide for other changes to the Agreement as described hereinafter; and

WHEREAS, Agreement provides that changes in accordance to Paragraph 8.1, Amendments may be made in the form of an Amendment which is formally approved and executed by the parties; and

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. This Amendment shall commence and be effective upon execution.
2. Agreement, Paragraph 2.0, Definitions, is modified to add the following:

"2.27 Basic Housekeeping Services: Basic Housekeeping Services are the services described in Agreement, Exhibits A-1, A-2, and Exhibit C, Technical Exhibits to Statement of Work for Groups 2 and 4.

2.38 Additional Housekeeping Services: Additional Housekeeping Services pursuant to Agreement, Paragraph 5.7, Unscheduled Work Fund and Exhibit A-4, Authorized Additional Housekeeping Services For Comprehensive Health Centers (CHC), Clinics, and Administrative Offices."

3. Agreement, Paragraph 4.0 , Term of Agreement, is deleted in its entirety and replaced as follows:

"4.0. TERM OF AGREEMENT

- 4.1 The term of this Contract commences on May 24, 2011 to May 31, 2016, unless sooner terminated or extended, in whole or in part, as provided in this Contract."

4. Agreement is modified to add Paragraph 8.60, Time Off For Voting, as follows:

“8.60 TIME OFF FOR VOTING

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than 10 days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.”

5. Agreement, Exhibit A-1, Statement of Work, Housekeeping Services General Terms, Section 2.6, Materials and Equipment, Paragraph 2.6.2, is deleted in its entirety and replaced as follows:

“2.6.2 The Contractor shall use supplies, materials and equipment that are hospital grade, safe for the environment, and that are safe for use by the employee. All supplies, materials and equipment are subject to approval by the County. Infection Control cleaning and disinfecting solutions shall be approved by the Facility’s Infection Control Committee prior to use. All Contractor employees must wear safety and protective gear according to the OSHA/Cal-OSHA standards and equipment shall be maintained in accordance with the manufacturer’s standards and specifications. Also, Contractor shall ensure all Material Safety Data Sheets are updated annually or as needed and that a copy is given to the Facility.”

6. Agreement, Exhibit A-1, Statement of Work, Housekeeping Services General Terms, Section 2.0, Responsibilities, Paragraph 2.12, Consumable Supplies, is deleted in its entirety and replaced as follows:

“2.12 Consumable Supplies

For respective Facilities, Contractor shall provide supplies that are hospital grade and meet the required specifications in Exhibit A.2, Detailed Facility Cleaning Requirements for Comprehensive Health Centers (CHC), Clinics and Administrative Offices, and Exhibit C, Technical Exhibits to Statement of Work for Groups 2 and 4 Facilities. The Contractor will supply, but is not limited to, all its own cleaning supplies. The Contractor will provide paper products, red bags, and walk off mats unless otherwise specified in Exhibit C, Technical Exhibits to Statement of Work for Groups 2 and 4 Facilities. The awarded Contractor must provide samples of all supplies and MSDS sheets that will be used for the health care Facilities during the pre-job conference.

Facilities will review products prior to use. Cleaning products are not to be used that have not had prior approval.”

7. Agreement, Exhibit A-1, Statement of Work, Housekeeping Services General Terms, Section 3.0, Quality Control, Paragraph 3.4 is deleted in its entirety and replaced as follows:

“3.4 All complaints shall be addressed as soon as possible by the Contractor. The Contractor shall respond to a “call back” request within two (2) hours of notification of the complaint. Refer to Performance Requirements Summary (PRS) Chart below for noncompliance. If a complaint is not abated within the time specified or to the satisfaction of the County, the County may correct the specific complaint. The total cost incurred by the County will be deducted from the Contractor’s monthly invoice.”

8. Agreement, Exhibit A-2, Statement of Work (SOW), Detailed Facility Cleaning Requirements For Comprehensive Health Centers (CHC), Clinics, and Administrative Offices, is deleted in its entirety and replaced by Exhibit A-2(A), attached hereto and incorporated herein by reference. All references to Exhibit A-2 in the Agreement shall hereafter be replaced by Exhibit A-2(A).

9. Agreement, Exhibit A, Statement of Work (SOW) is modified to add Exhibit A-3, Statement of Work (SOW), Authorized Additional Housekeeping Services for Comprehensive Health Centers (CHC), Clinics, and Administrative Offices, attached hereto and incorporated herein by reference. All references to Exhibit A, shall now include Exhibit A-3.

10. Agreement, Exhibit B, Housekeeping Services Pricing Sheets is modified to add Exhibit B (A), Housekeeping Services Pricing Sheet Summary – Groups 2 and 4, attached hereto and incorporated herein by reference. All references to Exhibit B shall now include Exhibit B (A).

11. Agreement, Exhibit B-1(C), Housekeeping Services Pricing Sheets Group 2 is deleted and replaced in its entirety by Exhibit B-1(D) attached hereto and incorporated herein by reference. All references to Exhibit B-1 (C) in the Agreement shall hereafter be replaced by Exhibit B-1(D).

12. Agreement, Exhibit B-2, Housekeeping Services Pricing Sheets Group 4 is deleted and replaced in its entirety by Exhibit B-2(A) attached hereto and incorporated herein by reference. All references to Exhibit B-2 in the Agreement shall hereafter be replaced by Exhibit B-2(A).

13. Agreement, Exhibit C-1.1, High Desert Multi-Service Ambulatory Care Center Facility Description, Cleaning Requirements, Hours of Operation, Staffing and Specification Sheet is deleted and replaced in its entirety by Exhibit C-1.1(A),

14. Except for the changes set forth hereinabove, Agreement shall not be changed in any respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Chairman and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By: _____
Chairman, Board of Supervisors

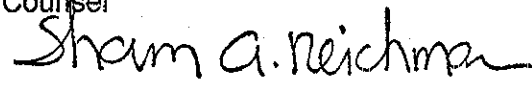
CONTRACTOR

SERVICON SYSTEMS, INC.

By: 
Signature
ENIO MARTINEZ
Printed Name
VICE PRESIDENT of OPERATIONS
Title

ATTEST:
SACHI A. HAMAI
Executive Officer of the
Board of Supervisors of
The County of Los Angeles

APPROVED AS TO FORM:
John Krattli
County Counsel


By: _____
(Sharon Reichman, Assistant County Counsel)

STATEMENT OF WORK (SOW)

**DETAILED FACILITY CLEANING REQUIREMENTS
FOR COMPREHENSIVE HEALTH CENTERS (CHC), CLINICS
AND ADMINISTRATIVE OFFICES**

**LEVEL 1 INTENSITY CLEANING FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS)**

LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS (PATIENT CARE AREAS/LABORATORY)

CLEANING OF PATENT AREAS FOLLOWING COMMUNICABLE DISEASE EXPOSURE		
Contractor shall follow procedures for all housekeeping services cleaning activities as approved by the Infection Control Committee and written in the Infection Control Manual.		
	TASK	FREQUENCY
1	Remove all trash.	Every eight hour shift and as needed.
2	Clean door surfaces, door handles, examining table, countertops, chairs, instrument stands, telephone, monitors and fixtures using hospital approved disinfectant. Wash entire door surface and any potentially contaminated surface.	Daily and as needed.
3	Check all walls and air vents.	Daily clean as needed.
4	Replace cubicle curtains when soiled or damaged.	Check curtains and window drapes daily, change when visibly soiled as needed and routinely every month.
5	Clean mini-blinds or vertical blinds.	Weekly and as needed.
6	Empty water and use new mop.	For each room and as needed.
7	Report any hazardous conditions and items in need of repair to Hospital Administration.	As needed.
8	Replace curtains as needed and after isolation is discontinued.	As indicated by Isolation Protocol or as requested by Nursing Supervisor/Charge Nurse.
9	Mop floor, applying approved germicide solution to entire floor surface. Empty water and use new mop before and after isolation room cleaning.	As indicated by Isolation Protocol or as requested by Nursing Supervisor/Charge Nurse/Laboratory Supervisor.
10	Clean electrical patient care equipment (only if not connected to patients) including: cardiac monitor, vital signs machine and thermometer, IV pump, patient-controlled anesthesia pump machine, transport monitor, Bear Hugger, ventilator, Lucas device (automated cardiac	Daily and as needed.

LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS (PATIENT CARE AREAS/LABORATORY)

CLEANING OF PATIENT AREAS FOLLOWING COMMUNICABLE DISEASE EXPOSURE		
Contractor shall follow procedures for all housekeeping services cleaning activities as approved by the Infection Control Committee and written in the Infection Control Manual.		
	TASK	FREQUENCY
	compression device), ultrasound machine, wound vacuum machine, sequential compression device should be cleaned with the hospital approved disinfectant.	
11	Clean patient-support equipment including: PYXIS machines, crash carts, computer on wheels, beside commode, wheelchairs should be cleaned with the hospital approved disinfectant.	Daily and as needed.

GENERAL SERVICE AREAS/ANCILLARY SERVICES AREAS/ AMBULATORY CARE CLINICS		
Due to the intensity of patient, visitor and emergency traffic, contractor's housekeeping services shall provide at the highest level of intensity. The housekeeper must wear disposable scrubs, cap, shoe covers (trained when to use) and gloves when entering unit and remove same when leaving unit per departmental protocol. Cleaning equipment for this area remains in area and is never used to clean other areas. Before starting to clean area, use clean cleaning equipment. Begin cleaning in sterile storage and workrooms with last cleaning in decontamination rooms.		
	TASK	FREQUENCY
1	Monitor/patrol area and spot clean.	Each Shift and as needed.
2	Wet mop, all lobbies, hallways, and waiting rooms and apply cleaning solution to entire floor surface when mopping including appropriate cleaning solutions for tile surfaces as applicable.	2 times per shift daily and as needed.
3	All vertical surfaces: Walls, cabinets, windows, ceiling, air duct vents, and all items attached to the ceiling should be spot cleaned. Remove all tape. Doors, door handles and light switches shall be wiped with	Daily and as needed.

LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS (PATIENT CARE AREAS/LABORATORY)

GENERAL SERVICE AREAS/ANCILLARY SERVICES AREAS/ AMBULATORY CARE CLINICS Due to the intensity of patient, visitor and emergency traffic, contractor's housekeeping services shall provide at the highest level of intensity. The housekeeper must wear disposable scrubs, cap, shoe covers (trained when to use) and gloves when entering unit and remove same when leaving unit per departmental protocol. Cleaning equipment for this area remains in area and is never used to clean other areas. Before starting to clean area, use clean cleaning equipment. Begin cleaning in sterile storage and workrooms with last cleaning in decontamination rooms.		
	TASK	FREQUENCY
	a hospital approved disinfectant.	
4	Thoroughly clean and disinfect all horizontal surfaces including tables, knobs on monitors, telephones, chairs, countertops, ledges, lights, light switches, curtain rails and wall fixtures with the hospital approved disinfectant.	Daily and as needed.
5	Clean all bathrooms and staff lockers (employee and patients) including sinks: inside and outside and drain covers and vent openings, toilets: inside and outside and toilet handles, soap dispensers, towel dispensers, toilet tissue dispensers, door knobs, rails and seat cover dispensers with hospital approved disinfectants. Replenish all supplies, empty trash.	Twice daily and as needed.
6	Clean all gurneys, examining tables, wheelchairs, stands, IV poles and footstools.	Between all patients and as needed.
7	Thoroughly clean and disinfect faucets, stainless steel sinks, counters, metal kick plates, railings, baseboards, wall corner coverings, door handles, and door frames, with hospital approved disinfectants.	Twice daily and as needed.
8	Empty trash, empty soiled linen bags and hampers.	Each eight hour shift and as needed.
9	Replace cubicle curtains when soiled or damaged.	Each eight hour shift and as needed.
10	Any room requiring decontamination SHALL BE cleaned according to Infection Control procedures.	Within 15 to 30 minutes after notification.

LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS (PATIENT CARE AREAS/LABORATORY)

GENERAL SERVICE AREAS/ANCILLARY SERVICES AREAS/ AMBULATORY CARE CLINICS		
Due to the intensity of patient, visitor and emergency traffic, contractor's housekeeping services shall provide at the highest level of intensity. The housekeeper must wear disposable scrubs, cap, shoe covers (trained when to use) and gloves when entering unit and remove same when leaving unit per departmental protocol. Cleaning equipment for this area remains in area and is never used to clean other areas. Before starting to clean area, use clean cleaning equipment. Begin cleaning in sterile storage and workrooms with last cleaning in decontamination rooms.		
	TASK	FREQUENCY
	Cleaning to include pest extermination as necessary.	As needed.
11	Remove all portable equipment from room, when performing floor care. Equipment must be cleaned before returning to room. This includes cleaning all equipment (i.e. wards and units).	Daily and as needed.
12	Clean pantry as required, this includes the microwave oven.	Daily and as needed.
13	Maintenance/replacement of waterless (alcohol-based) hand sanitizer throughout hospital; wipe down dispenser when refilled; coordinate installation of dispensers. Empty canisters must be recycled.	Daily and as needed.
14	Dispose of all Sharps as indicated when $\frac{3}{4}$ full. Remove from room/area collection location, transport according to facility procedure and place in collection location for removal by sharps reprocessing contractor as designated by each facility.	Daily and as needed.
15	Clean electrical patient care equipment (only if not connected to patients) including: cardiac monitor, vital signs machine and thermometer, IV pump, patient-controlled anesthesia pump machine, transport monitor, Bear Hugger, ventilator, Lucas device (automated cardiac compression device), ultrasound machine, wound vacuum machine, sequential compression device should be	Daily and as needed.

LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS (PATIENT CARE AREAS/LABORATORY)

GENERAL SERVICE AREAS/ANCILLARY SERVICES AREAS/ AMBULATORY CARE CLINICS		
Due to the intensity of patient, visitor and emergency traffic, contractor's housekeeping services shall provide at the highest level of intensity. The housekeeper must wear disposable scrubs, cap, shoe covers (trained when to use) and gloves when entering unit and remove same when leaving unit per departmental protocol. Cleaning equipment for this area remains in area and is never used to clean other areas. Before starting to clean area, use clean cleaning equipment. Begin cleaning in sterile storage and workrooms with last cleaning in decontamination rooms.		
	TASK	FREQUENCY
	cleaned with the hospital approved disinfectant.	
16	Clean patient-support equipment including: PYXIS machines, crash carts, computer on wheels, beside commode, wheelchairs should be cleaned with the hospital approved disinfectant.	Daily and as needed.

DAY SHIFT SERVICE		
	TASKS	FREQUENCY
1	Remove soiled linen and replace with clean linen.	As needed.
2	Dispose of trash.	As needed.
3	Check and clean all restrooms, and replenish supplies.	Every hour and as needed.
4	Check and spot clean waiting rooms and public areas.	Every hour and as needed.
5	Clean patient care areas between patient encounters.	As requested by clinic staff.
6	Clean designated offices during day hours	Daily and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

NIGHT/EVENING SHIFT SERVICE		
	TASKS	FREQUENCY
1	Remove soiled linen and replace with clean linen.	As needed.
2	Dispose of trash.	As needed.
3	Check and clean all restrooms, and replenish supplies.	Every hour and as needed.
4	Check and spot clean waiting rooms and public areas.	Every hour and as needed.
5	Clean patient care areas between patient encounters.	As requested by clinic staff.
6	Clean designated offices during night/evening hours.	Daily and as needed.

FLOOR MAINTENANCE: ALL LOBBIES, HALLWAYS, WAITING ROOMS AND RESTROOMS (For designated Leadership in Energy and Environmental Design (LEED) Facilities, products and cleaning methods will be compliant with LEED certification)		
	TASK	FREQUENCY
1	Sweep/Dust mop all non-carpeted areas daily, including corners, baseboards and inaccessible areas such as behind beds. Keep baseboards free of dust, splash marks and old seal.	Daily and as needed.
2	Check and dust mop all heavy traffic areas.	Daily and as needed.
3	Wet mop all non-carpeted floors (All floors must be swept before mopping.)	Daily and as needed.
4	Clean and mop spills, blood, feces, sputum and glass.	Immediately, no later than within 5 minutes of notification and daily and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

FLOOR MAINTENANCE: ALL LOBBIES, HALLWAYS, WAITING ROOMS AND RESTROOMS (For designated Leadership in Energy and Environmental Design (LEED) Facilities, products and cleaning methods will be compliant with LEED certification)		
	TASK	FREQUENCY
5	Contain and clean biohazardous waste spills, per established Facility procedure.	Immediately, no later than within 5 minutes of notification and daily and as needed.
6	Contain and clean as appropriate hazardous waste spills, per Facility procedure.	Immediately, no later than within 5 minutes of notification and daily and as needed.
7	Mop and decontaminate area following sewer back up or overflow of any drain. Notify Infection Control. Follow Hospital Infection Control procedures.	Immediately, must be within five minutes of notification of spill, and as needed.
8	Buff floors. Mop before buffing. Spray buff all patient care rooms (including waiting rooms, lobbies, nursing stations, exam rooms and patient rooms).	Three (3) times per week.
9	Apply floor finish prescribed by manufacturer (non-slip wax). Apply sealer to terrazzo floors.	Monthly and as needed. Annually.
10	Mop, scrub or strip and refinish floors. Maintained in a clean state, free of build-up of dirt and black markings, and with a gloss acceptable to the Administrator.	Twice monthly and as needed.
11	Maintain flooring as prescribed by manufacturer and per applicable regulations.	Daily and as needed.
12	Vacuum carpets in, floor areas, hallways and waiting rooms. Check, and remove spots and stains from carpeted areas according to carpeting manufacturer's instructions.	Daily and as needed.
13	Spot clean (shampoo, extraction, dry cleaning or other approved methods based on manufacturer's recommendation and Facility approval) carpets.	As needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

FLOOR MAINTENANCE: ALL LOBBIES, HALLWAYS, WAITING ROOMS AND RESTROOMS (For designated Leadership in Energy and Environmental Design (LEED) Facilities, products and cleaning methods will be compliant with LEED certification)		
	TASK	FREQUENCY
	Check and remove spots and stains from carpeted areas according to carpeting manufacturer's instructions.	
14	Clean (shampoo, extraction, dry cleaning or other approved methods based on manufacturer's recommendation and Facility approval) heavy use carpet areas.	Monthly, and as needed.
15	Clean carpets (shampoo, extraction, dry cleaning or other approved methods based on manufacturer's recommendation and Facility approval)	Bi-annually and as needed.
16	Specialized flooring such as terrazzo flooring will be maintained by Contractor's recommendation subject to County approval.	Monthly.

RESTROOMS		
	TASKS	FREQUENCY
1	Clean restroom fittings.	Every shift and as needed.
2	Clean and disinfect urinals, basins, toilet seats, seat covers, towel and paper fittings and sinks.	Every shift and as needed.
3	Replenish towels, toilet paper, and seat covers in all restrooms.	Every shift and as needed.
4	Replenish hand soap.	As needed and as requested by Unit Supervisor.
5	Damp mop floors.	Every shift and as needed.
6	Dust low level ledges.	Every shift and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

RESTROOMS		
	TASKS	FREQUENCY
7	Clean and polish bright metal and mirrors.	Every shift and as needed.
8	Remove marks from walls, doors and partitions.	Every shift and as needed.

ELEVATORS (SERVICE AND PASSENGER)		
	TASKS	FREQUENCY
1	Sweep and mop floors.	Daily and as needed.
2	Apply floor finish.	As needed.
3	Clean and polish metal and panels.	Daily and as needed.
4	Clean inside and outside doors.	Daily and as needed.
5	Dust light grills.	Daily and as needed.
6	Remove debris from elevator tracks.	Daily and as needed.
7	Check and clean elevator ceilings, doors and walls. Dust mop and damp mop Elevator floors. Keep Elevator tracks clean and free of dust and debris.	Daily and as needed.

PAY TELEPHONES		
	TASKS	FREQUENCY
1	Damp dust interior and exterior telephone booth panels with germicidal solution.	Daily and as needed.
2	Damp dust telephone and wipe with germicidal solution.	Daily and as needed.
3	Report damaged or un-useable telephones to Information	Daily and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

PAY TELEPHONES	
	Systems or Administration department.

FINISHING WORK		
	TASK	FREQUENCY
1	Scrub shower floors and wipe clean shower walls and curtains. Clean inside and outside of basin, drain covers and vent openings, bath and restrooms and drinking fountains.	Daily and as needed.
2	Clean public restrooms and replenish supplies.	Each hour and as needed.
3	Clean employee restrooms, and replenish supplies (i.e. soap, towels, toilet paper, and seat covers, etc.).	Each 8 hour shift and as needed.
4	Dispose of soiled linen.	Daily and as needed.
5	Clean and polish drinking fountains.	Daily and as needed.
6	Check and remove finger marks and smears and clean low level interior glass partitions, glass door panels, and windows.	Daily and as needed.
7	Dust electrical equipment (only if not connected to patients). Also nurse work	Daily and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

FINISHING WORK		
	TASK	FREQUENCY
	stations.	
8	Damp dust countertops of all workrooms and hopper areas, e.g., utility rooms.	Daily and as needed.
9	Dust all horizontal surfaces, cabinet faces and interiors	Daily and as needed.
10	<p>Damp dust all furnishings and fittings to include but not be limited to:</p> <ul style="list-style-type: none"> - beds, head, foot and side rails; - stretchers (occupied and unoccupied); - tables, bedside and over bed; - chairs; - footstools; - linen hampers; - carts; - wheelchairs; - exam tables; - television sets; - telephone; - lockers and cabinets external surfaces; 	Daily and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

FINISHING WORK		
	TASK	FREQUENCY
	<ul style="list-style-type: none"> - vents; - window sills and ledges; bedside lamps; - fire extinguishers; - countertops; - pipes; - furniture fittings and equipment; - miscellaneous; - wheels of items, remove dirt and debris. 	
11	Vacuum upholstered furnishings. Report ripped or torn furnishing for removal and repair.	Daily and as needed.
12	Steam or extraction cleaning of upholstered furnishings	Quarterly or as needed.
13	Damp wipe and clean stainless steel and other metal, to include but not limited to; metal kick plates, railings, wall corner coverings, door handles, door frames and foot plates, portable chart racks, I.V. stands, and wheelchairs.	Daily and as needed.
15	Spot clean finger marks,	Daily and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

FINISHING WORK		
	TASK	FREQUENCY
	smears and graffiti from vertical surfaces (walls, doors).	
16	Wash vertical surfaces (walls, doors, doorjams).	Daily and as needed.
17	Damp dust all high level surfaces, ceilings and items, to include but not limited to: unoccupied closets, lights, ceiling light fixtures, direction and exit signs, air duct grills, fans.	Daily and as needed.
18	Dispose of all Sharps as indicated when $\frac{3}{4}$ full. Remove from room/area collection location, transport according to facility procedure and place in collection location for removal by sharps reprocessing contractor as designated by each facility. Replace sharps container liners.	Check daily, remove and replace when $\frac{3}{4}$ full and as needed.
19	Wash ceilings vents.	Daily and as needed.
20	Clean all interior glass partition, glass door panels and windows.	Daily and as needed.
21	Damp dust and/or vacuum mini blinds/roller shades and	Daily and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

FINISHING WORK		
	TASK	FREQUENCY
	window coverings.	
22	Change cubicle curtains/ drapes when soiled and as needed.	Check daily, quarterly and change as needed when visibly soiled or as directed by Infection Control.
23	Check cleaning in the following areas: Entrance lobby waiting rooms, all public restrooms, corridors, elevators, outpatient clinics, Emergency Department and heavily used areas of the X-Ray Dept. throughout the day to maintain clean and tidy conditions.	2 times, 8 hour shift, and as needed. Public Restrooms are to be checked hourly.
24	Damp dust excluding technical equipment and laboratory counter tops.	Daily and as needed.
25	Dust mop and damp mop all stairs and landings. Damp dust rails and ledges. Remove gum behind rail bars. Check painted walls for marks and remove. Spot wash stairwell and walls.	Daily and as needed.
26	Dust mop all heavy traffic areas.	Each shift and as needed.
27	Check and spot clean waiting	Every hour and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

FINISHING WORK		
	TASK	FREQUENCY
	rooms and public areas.	
28	Clean patient care areas between patient encounters.	As requested by clinic staff.
29	Clean designated offices during day hours.	Daily and as needed.
30	Steam clean trash containers.	Monthly.
31	Clean trash containers inside and outside with germicidal spray.	Once per month.

MEDICAL AND BIO-HAZARDOUS WASTE		
All Medical Waste must be handled in compliance with the California Medical Waste Management Act (CA Health and Safety Code Statue 11700-118360)		
	TASK	FREQUENCY
1	Clean up hazardous and bio-hazardous waste (Medical Waste) spills, per established facility procedure to include, but not limited to, mercury and anti-neoplastic drug spills.	Immediately, must be within five minutes of notification of spill, and as needed.
2	Mop and decontaminate area following sewer back up or overflow of any drain. Notify Infection Control. Follow Infection Control procedures.	Immediately, must be within five minutes of notification of spill, and as needed.
3	Bio-hazardous waste shall be contained for storage and disposal in red autoclavable plastic bags ("red bags") with indicator strips which are impervious to moisture and have a strength sufficient to preclude ripping tearing or bursting under normal conditions of usage and handling, and tied	Once per shift daily and as needed. In accordance with procedures established by Facility Administrators.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

MEDICAL AND BIO-HAZARDOUS WASTE		
All Medical Waste must be handled in compliance with the California Medical Waste Management Act (CA Health and Safety Code Statute 11700-118360)		
	TASK	FREQUENCY
	to prevent leakages or expulsion of solid or liquid wastes during storage, handling or transport. All bags used for collection, storage and disposal of biohazardous waste shall be red in color and marked with the words "Biohazardous Waste". All containers/carts for red bags shall be kept locked at all times and shall be visibly labeled with the words "Bio-hazardous Waste" in accordance with regulatory standards.	
4	Remove/dispose of bio-hazardous, hazardous, and infectious waste pick up and transfer to designated holding area/locations. All containers/carts for red bags shall be kept locked at all times. Red bags containing biohazardous waste shall be transported directly to the designated holding area for pick up by contractor. Garbage chutes shall not be used to transfer biohazardous waste.	Once per shift daily and as needed. In accordance with procedures established by Facility Administrators
5	Remove trash from radiology areas per procedures established by Environmental Safety Officer.	Daily, and as needed.
6	Place Radiation Hazard Waste in the radiation hazard waste area. Trash from radiation hazard areas is not to be removed until checked and released by the Radiation Safety Officer or designee	Daily, and as needed.
7	Monitor radiation levels of all waste bins/compactors prior to pick-up by solid waste handler.	Once per shift daily and as needed. In accordance with procedures established by Facility Administrators.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

MEDICAL AND BIO-HAZARDOUS WASTE		
All Medical Waste must be handled in compliance with the California Medical Waste Management Act (CA Health and Safety Code Statute 11700-118360)		
	TASK	FREQUENCY
8	Remove and replace sharps containers when 3/4 full. Sharps waste shall be contained for disposal, in rigid puncture proof containers such as cartons or metal cans which are taped closed or tightly lidded to preclude loss of the contents.	Once per shift daily and as needed. In accordance with procedures established by Facility Administrators.
9	Rigid disposal containers of biohazardous sharps waste shall be labeled in the same way as the disposal bags used for other biohazardous waste.	Once per shift daily and as needed. In accordance with procedures established by Facility Administrators
10	Remove full sharps containers to custodial cart and carry to designated storage and/or transport area.	Once per shift daily and as needed. In accordance with procedures established by Facility Administrators

TRASH/SOLID WASTE COLLECTION AND REMOVAL		
	TASK	FREQUENCY
1	Collect and remove solid waste generated in the building and place into Contractor provided receptacles.	Twice daily and as needed.
2	Normal waste collection.	Daily and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

TRASH/SOLID WASTE COLLECTION AND REMOVAL		
	TASK	FREQUENCY
3	Contractor shall provide solid waste receptacle (trash carts for pickup).	Daily.
4	Containers used for the collection and/or storage of waste material shall be non-combustible or flame resistant construction and labeled or listed by Underwriters laboratories, Inc. Is acceptable.	As needed.
5	Clean rooms used for the collection of solid waste.	Daily and as needed.
6	Dispose of solid waste only through a certified solid waste disposal facility that has been certified within the meaning of the Solid Waste Disposal Act, as amended by the Resource Recovery Act of 1970.	Daily.
7	Empty and clean all waste paper baskets, receptacles and ash trays.	Daily and as needed.
8	Replace fresh liners.	As needed.
9	Deposit/Deliver all trash from building to dumpster as trash bags are filled. Coordinate with Facilities Management for any jams/or blockages that may occur in dumpster.	Daily as requested.
10	Steam clean trash containers.	Monthly and as needed. Weekly in kitchen.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

TRASH/SOLID WASTE COLLECTION AND REMOVAL		
	TASK	FREQUENCY
11	Remove trash from radiology areas per procedures established by Environmental Safety Officer.	Six (6) days per week and as needed.

LEVEL 2 INTENSITY CLEANING (NON-PATIENT AREAS)

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

GENERAL HOUSEKEEPING: ADMINISTRATIVE, COUNTY OTHER OFFICES		
	TASK	FREQUENCY
1	Clean entrances, doors, glass, door panels/frames, jams and threshold plates.	Daily and as needed.
2	Dust all furniture, counter tops, high/low ledges, chair legs, door facings, window sills, fire extinguishers, television sets, damp wipe phones, including public phones.	Daily and as needed.
3	Remove graffiti. (Exterior and Interior)	As needed.
4	Clean/wipe exterior surface of all refrigerators.	As needed.
5	Clean and polish metal on drinking fountains.	Daily and as needed.
6	Clean Chalk Boards, Vinyl Boards, and Trays. Clean Boards.	Daily, as needed and upon request.
7	Spot/wash walls. (Office areas and non-office areas.)	As needed.
8	Empty all trash/waste containers.	Daily and as needed.
9	Empty recycle containers in office areas.	Daily and as needed.
10	Remove and store recycle bins contents in designated areas.	When recycle bins are full and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

GENERAL HOUSEKEEPING: ADMINISTRATIVE, COUNTY OTHER OFFICES		
	TASK	FREQUENCY
11	Clean inside and outside of trash/waste and recycle containers.	As needed.
12	Report all hazardous conditions plumbing problems, floors, walls, doors and other items needing repairs to facilities management. If not repaired within five (5) working days, report to the Hospital Administrator.	Daily and as needed.
13	Turn in lost articles to hospital administration/laboratory administration.	Daily and as needed.
14	Rope off all areas, post warnings or directional signs when cleaning floors, walls, or ceilings to protect public and employees from possible injury.	Daily and as needed.
15	Damp dust exterior of any fire extinguisher.	Daily and as needed.
16	Damp dust exterior surfaces of vending machines.	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FLOOR MAINTENANCE: ADMINISTRATIVE, COUNTY AND OTHER OFFICES/ LOBBIES, HALLWAYS, WAITING AREAS, AND LOUNGES (For designated Leadership in Energy and Environmental Design (LEED) Facilities, products and cleaning methods will be compliant with LEED certification)		
	TASK	FREQUENCY
1	Dust mop floors. Dust mop all non-carpeted areas using a dust control tool daily, including corners, baseboards and inaccessible areas such as behind file cabinets. Keep baseboards free of dust, splash marks and old seal.	Daily and as needed.
2	Check and sweep all heavy traffic areas at 8:00 am and 10:00 pm.	Daily and as needed.
3	Wet mop all non-carpeted floors. All floors must be dust mopped before wet mopping.	Daily and as needed.
4	Clean and mop up spills and broken glass.	Within 5 minutes of notification.
5	Buff floors. Mop before buffing	Twice a week and as needed.
6	Apply floor finish areas according to manufacturer's instructions, (non-slip wax). Apply sealer to terrazzo floors.	Monthly and as needed. Annually.
7	Scrub or strip and refinish floors areas according to manufacturer's instructions. Maintained in a clean state, free of build-up of dirt and black markings, and with hospital approved products.	Quarterly and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FLOOR MAINTENANCE: ADMINISTRATIVE, COUNTY AND OTHER OFFICES/ LOBBIES, HALLWAYS, WAITING AREAS, AND LOUNGES (For designated Leadership in Energy and Environmental Design (LEED) Facilities, products and cleaning methods will be compliant with LEED certification)		
	TASK	FREQUENCY
8	Vacuum carpets and rugs in offices and non-office areas.	Weekly and as needed.
9	Vacuum entrance rugs.	Daily and as needed.
10	Spot clean (shampoo, extraction, dry cleaning or other approved methods based on manufacturer's recommendation and Facility approval) carpets and rugs. Check and remove spots and stains from carpeted areas according to carpeting manufacturer's instructions.	As needed.
11	Clean (shampoo, extraction, dry cleaning or other approved methods based on manufacturer's recommendation and Facility approval)) heavy use carpet and rug areas according to. Vacuum carpets and rugs before cleaning.	Monthly and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FLOOR MAINTENANCE: ADMINISTRATIVE, COUNTY AND OTHER OFFICES/ LOBBIES, HALLWAYS, WAITING AREAS, AND LOUNGES (For designated Leadership in Energy and Environmental Design (LEED) Facilities, products and cleaning methods will be compliant with LEED certification)		
	TASK	FREQUENCY
12	Clean (shampoo, extraction, dry cleaning or other approved methods based on manufacturer's recommendation and Facility approval)) carpet and rug areas . Remove movable items (chairs, tables, boxes, etc.) from area prior to cleaning. In most cases carpet area should be cleaned on Fridays after hours of operation to allow for drying time over the weekends.	Quarterly and as needed.
13	Vacuum and steam or extraction cleaning of upholstered furnishing.	As needed and as requested.
14	Public Cafeteria, kitchen, and dining area – Strip and wax floors, (non-slip wax).	Monthly and as needed.
15	Maintain flooring as prescribed by manufacturer and per applicable regulations.	As needed.
16	Specialized flooring such as terrazzo flooring will be maintained by Contractor's recommendation subject to County approval.	Monthly.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

RESTROOMS		
	TASKS	FREQUENCY
1	Clean walls, countertops, doors, partitions, dust vents, sweep and damp mop floors.	Every shift and as needed.
2	Clean restroom fitting.	Every shift and as needed.
3	Clean and disinfect urinals, basins, toilet seats, seat covers, towel and paper fittings and sinks.	Every shift and as needed.
4	Replenish towels, toilet paper, and seat covers in all restrooms.	Every shift and as needed.
5	Replenish hand soap.	Every shift and as needed.
6	Dust low level ledges.	Every shift and as needed.
7	Clean and polish bright metal and mirrors.	Every shift and as needed.
8	Remove marks from walls, doors and partitions.	Every shift and as needed.

STAIRWELLS/LANDINGS		
	TASKS	FREQUENCY
1	Sweep and damp mop all stairs and landings.	Daily and as needed.
2	Dust rails and ledges.	Every shift and as needed.
3	Remove gum behind rail bars.	Every shift and as needed.
4	Check painted walls for marks and remove.	Every shift and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

STAIRWELLS/LANDINGS		
	TASKS	FREQUENCY
5	Spot wash stairwell and walls.	Every shift and as needed.

ELEVATORS (SERVICE AND PASSENGER)		
	TASKS	FREQUENCY
1	Sweep and mop floors.	Daily and as needed.
2	Apply floor finish according to manufacturer's instructions.	As needed.
3	Clean and polish metal and panels.	Daily and as needed.
4	Clean inside and outside doors.	Daily and as needed.
5	Dust light grills.	Daily and as needed.
6	Remove debris from elevator tracks. Sweep or use dry tank vacuum to remove debris from tracks.	Daily and as needed.
7	Check and clean elevator ceilings, doors and walls. Dust mop and damp mop Elevator floors. Keep Elevator tracks clean and free of dust and debris.	Daily and as needed.

PAY TELEPHONES		
	TASKS	FREQUENCY
1	Damp dust interior and exterior telephone booth panels with germicidal solution.	Daily and as needed.
2	Damp dust telephone and wipe with germicidal solution.	Daily and as needed.
3	Report damaged or non-useable telephones to Information Systems or Administration department.	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

AUDITORIUMS, CONFERENCE AND ASSEMBLY ROOMS		
	TASK	FREQUENCY
1	Clean auditoriums, conference and meeting rooms and employee break rooms. Arrange tables and chairs as previously requested. Set up or rearrange rooms upon request.	After each use.
2	Dust mop and damp mop floors. Clean vertical surfaces - spot clean finger marks, smears and graffiti.	Daily and as needed. Wash quarterly.
3	Change floor mats.	Weekly.
4	Vacuum carpets.	Daily and as needed.
5	Clean (shampoo, extraction, dry cleaning or other approved methods based on manufacturer's recommendation and Facility approval) carpet/rug areas..	Quarterly and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

LINEN ROOM		
	TASK	FREQUENCY
1	Dust mop floors. Dust mop all non-carpeted areas using a dust control tool daily, including corners, baseboards and inaccessible areas such as behind file cabinets.	Daily and as needed.
2	Move furniture and equipment including beds, examining tables and other equipment and furniture for storage upon request by facility administrator or designee.	Daily and as needed.
3	Buff floors. Mop before buffing.	Monthly as needed.
4	Apply floor finish, (non-slip wax).	Monthly and as needed.
5	Scrub or strip and refinish floors. Maintain in a clean state, free of build-up of dirt and black markings, and with hospital approved products.	Quarterly and as needed.

WAREHOUSE/STORAGE AREAS		
	TASK	FREQUENCY
1	Dust mop office, warehouse/storage areas using a chemically treated dust control device.	Daily.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

WAREHOUSE/STORAGE AREAS		
	TASK	FREQUENCY
2	Machine scrub all floors with an approved solution.	Twice a week.

KITCHEN, KITCHENETTE, NUTRITION AREA(S)		
	TASK	FREQUENCY
1	Dust or wet mop floors. Dust mop all non-carpeted areas using a dust control tool daily, including corners, baseboards and inaccessible areas such as behind file cabinets. Keep baseboards free of dust, splash marks and old seal.	Daily and as needed.
2	High dust all surfaces.	Weekly during night/evening shift.
3	Remove trash and steam clean trash containers.	Daily and as needed.
4	Change floor mats	Weekly.

TRASH/SOLID WASTE COLLECTION AND REMOVAL		
	TASK	FREQUENCY
1	Contractor shall provide solid waste receptacle (trash carts for pickup).	Daily.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

TRASH/SOLID WASTE COLLECTION AND REMOVAL		
	TASK	FREQUENCY
2	Clean rooms used for the collection of solid waste.	Daily and as needed.
3	Dispose of solid waste only through a certified solid waste disposal facility that has been certified within the meaning of the Solid Waste Disposal Act, as amended by the Resource Recovery Act of 1970.	Daily.

FINISHING WORK		
	TASK	FREQUENCY
1	<p>Clean restrooms and sinks and replenish supplies.</p> <p>Replenish waterless hand sanitizer/alcohol/other liquid/foam in all areas and wipe down dispensers. Empty canisters must be recycled.</p> <p>Clean and disinfect seat, seat covers (both sides, towel and paper fittings).</p> <p>Scrub shower floors and wipe clean shower walls and curtains.</p> <p>Clean inside and outside of basin, drain covers and vent openings, bath and restrooms.</p>	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FINISHING WORK		
	TASK	FREQUENCY
2	Clean public restrooms and replenish supplies.	Hourly.
3	Clean employee restrooms, and replenish supplies (i.e. soap, towels, toilet paper, and seat covers, etc.).	Each 8 hour shift and as needed.
4	Damp dust countertops and hopper areas.	Daily and as needed.
5	Dispose of soiled linen.	Daily and as needed.
6	Clean and polish drinking fountains.	Daily and as needed.
7	Check and remove finger marks and smears and clean low level interior glass partitions, glass door panels, and windows.	Daily and as needed.
8	Dust electrical equipment (only if not connected to patients).	Daily and as needed.
9	Damp dust countertops of all workrooms and hopper areas, e.g., utility rooms.	Daily and as needed.
10	Damp dust all furnishings and fittings to include but not be limited to: <ul style="list-style-type: none"> - beds, head, foot and side rails; - stretchers (occupied and unoccupied); - tables, bedside and over bed; - chairs; - footstools; - linen hampers; 	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FINISHING WORK		
	TASK	FREQUENCY
	<ul style="list-style-type: none"> - carts; - wheelchairs; - exam tables; - television sets; - telephone; - lockers and cabinets external surfaces; - vents; - window sills and ledges; - bedside lamps; - fire extinguishers; - countertops; - pipes; - furniture fittings and equipment; - miscellaneous; - wheels of items, remove dirt and debris. 	
11	Vacuum upholstered furnishings. Report ripped or torn furnishing for removal and repair.	Daily and as needed.
12	Damp wipe and clean stainless steel and other metal, to include but not limited to; metal kick plates, railings, wall corner coverings, door handles, door frames and foot plates, portable chart racks, I.V. stands, and wheelchairs.	Daily and as needed.
13	Thoroughly wash surfaces of refrigerators, stoves, ovens, ice machines, and all kitchen equipment.	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FINISHING WORK		
	TASK	FREQUENCY
14	Spot clean finger marks, smears and graffiti from vertical surfaces (walls, doors).	Daily and as needed.
15	Wash vertical surfaces (walls, doors, doorjambs).	Daily and as needed.
16	Wash vertical surfaces of ICUs.	Daily and as needed.
17	Damp dust all high level items, to include but not limited to: unoccupied closets, lights, ceiling light fixtures, direction and exit signs, air duct grills, fans.	Daily and as needed.
18	Wash ceilings vents.	Daily and as needed.
19	Clean all interior glass partition, glass door panels and windows.	Daily and as needed.
20	Vacuum upholstered furnishing.	Daily and as needed.
21	Damp dust and/or vacuum mini blinds and window shades.	Daily and as needed.
22	Change cubicle curtains/ drapes when soiled and as needed.	Check daily, quarterly and change as needed when visibly soiled or as directed by Infection Control.
23	Check cleaning in the following areas: Entrance lobby waiting rooms, all public restrooms, corridors, elevators, and heavily used areas throughout the day to maintain clean and tidy conditions.	2 times, 8 hour shift, and as needed.
24	Damp dust excluding technical equipment and laboratory counter tops.	Daily and as needed.
25	Check and clean elevator ceilings, doors and	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FINISHING WORK		
	TASK	FREQUENCY
	walls. Dust mop and damp mop Elevator floors. Keep Elevator tracks clean and free of dust and debris.	
26	Dust mop and damp mop all stairs and landings. Damp dust rails and ledges. Remove gum behind rail bars. Check painted walls for marks and remove. Spot wash stairwell and walls.	Daily and as needed.
27	Dust mop all heavy traffic areas in the morning and evening.	Each shift and as needed.
28	Wash windows (inside and outside surfaces including screens.	Quarterly. Monday through Friday between 7:00 a.m. and 4:00 p.m.
29	Auditoriums, conference and meeting rooms. Reconfigure as previously set up. Set up rooms as requested	After each use within the buildings.
30	Sweep and damp mop stairs and landings at loading dock. Vertical surfaces - spot clean finger marks, smears and graffiti	Daily and as needed. Wash quarterly.
33	Change Floor mats.	Weekly.
34	Clean and disinfect all public telephones and wash telephone booths (if applicable including ledges and doors; spot clean walls. Report all plumbing, floors, walls, doors and other items needing repairs to Facilities Management	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FINISHING WORK		
	TASK	FREQUENCY
	Rope off areas, post warning or directional signs when cleaning floors, walls, or ceilings to protect public and employees from possible injury.	
35	Damp dust fire extinguishers. Damp dust exterior surfaces of vending machines.	Daily and as needed.
36	Mop and decontaminate area following sewer back up or overflow of any drain. Notify Infection Control. Follow Hospital Infection Control, Decontamination and Safety Procedures to minimize spread of contaminants. Decontaminate any room, surface, or area following infectious exposure.	Immediately and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

MEDICAL AND BIO-HAZARDOUS WASTE		
	TASK	FREQUENCY
1	Clean up hazardous and biohazardous waste spills, per established hospital procedure to include, but not limited to, mercury and anti-neoplastic drug spills.	Within five minutes of notification of spill.
2	Bio-hazardous, hazardous, and infectious waste pick up and transfer to designated holding area. All containers/carts for red bags shall be kept locked at all times and shall be visibly labeled with the words "Bio-hazardous Waste" in accordance with regulatory standards.	Once per shift daily and as needed.
3	<p>Dispose of all waste, including pharmaceutical waste, chemotherapy, mercury and anti-neoplastic. Red bag and transport Bio-Hazardous Waste to designated storage area.</p> <p>All medical waste must be handled in compliance with the California <u>Medical Waste Management Act (CA Health and Safety Code Statute 117600 – 118360)</u></p> <p>Transport normal waste either by disposal in trash chutes or leak-proof carts. Bio-hazardous waste is red bagged and transported to the designated trash rooms.</p>	<p>Once per shift daily and as needed.</p> <p>Once per shift, daily, and as needed</p>
4	Place Radiation Hazard waste in the radiation hazard waste area until checked and released by the Radiation Safety Officer.	As needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

MEDICAL AND BIO-HAZARDOUS WASTE		
	TASK	FREQUENCY
5	Remove and replace sharps containers when 3/4 full. Place in the holding area for pick up by licensed medical waste hauler. Medical waste hauler to incinerate and dispose of used sharps/pharmaceutical waste containers.	At least once per shift daily and as needed.
6	Monitor radiation levels of all waste bins/compactors prior to pick-up by solid waste handler.	Daily and as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

PEST EXTERMINATION SERVICES

Contractor shall provide the following Pest Extermination Services to include but not limited to fleas, ants, roaches, mites, and vermin for all Facility areas.

Contractor' Pest Extermination Services, for all work involving the use of chemicals, shall be accomplished by a State of California licensed pest control operator. Contractor shall ensure that only persons possessing a valid California Pest Control Advisor License make written recommendations for use of chemicals prior to any application. Contractor, prior to using restricted pesticides, shall furnish Department of Health Services with a valid and current restricted materials permit issued by the County Agricultural Commissioner Department.

	TASK	FREQUENCY
1	<p>Inspect building and grounds to locate, identify and eradicate infestations of pests (including ants, flies, fleas, roaches, gnats, and spiders), rodents, etc.</p> <p>Prepare and use approved poison bait, insecticides, and traps in infested areas.</p> <p>Locate conditions conducive to infestations and develop and implement preventive pest control programs subject to County approval.</p> <p>Report to Administrator damage to building appurtenant structures from termites, damp rot, or other pests.</p>	Twice a week and as needed within a twenty four (24) hour period, including holidays.
2	Provided Pest Extermination Services.	Weekly patient and dietary areas and monthly in office areas.
3	Adhere to all regulations and safety precautions listed in the "Pesticide	In the provisions of all Pest Extermination Services

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

PEST EXTERMINATION SERVICES

Contractor shall provide the following Pest Extermination Services to include but not limited to fleas, ants, roaches, mites, and vermin for all Facility areas.

Contractor' Pest Extermination Services, for all work involving the use of chemicals, shall be accomplished by a State of California licensed pest control operator. Contractor shall ensure that only persons possessing a valid California Pest Control Advisor License make written recommendations for use of chemicals prior to any application. Contractor, prior to using restricted pesticides, shall furnish Department of Health Services with a valid and current restricted materials permit issued by the County Agricultural Commissioner Department.

	TASK	FREQUENCY
	Information and Safety Manual" published by the University of California will be adhered to.	

PARKING LOT, INTERIOR STREETS, SIDEWALKS/STREET, RAMPS, DOCK AREAS, SIDES OF BUILDING, AND SIDEWALK CLEANING SERVICES

	TASK	FREQUENCY
1	Clean parking lots of trash. Remove oil, grease, and other stains from parking lot surfaces, using conventional equipment. Remove dirt and litter from around obstructions such as concrete wheel stops.	Daily and as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

PARKING LOT, INTERIOR STREETS, SIDEWALKS/STREET, RAMPS, DOCK AREAS, SIDES OF BUILDING, AND SIDEWALK CLEANING SERVICES		
	TASK	FREQUENCY
2	Clean and sweep all interior streets and parking lots on the campus.	Daily and as needed.
3	Clean sidewalks adjacent to all buildings and parking lots using conventional sweeping equipment. Empty and wash trash containers and move other obstructions such as rubbish bins. Furnish and install plastic bags when needed. Note and report any needed repairs of parking lot or sidewalk surfaces and adjacent fences to Facilities Management.	Daily and as needed.
4	Sweep sidewalk areas and remove cigarette butts Sidewalk traversing areas.	Daily and as needed.
5	Remove scuff marks from yellow painted edges/ surfaces.	Same as above.
6	Wash all sidewalks.	Weekly and as needed.
7	Sweep steps and landings.	Daily and as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

PARKING LOT, INTERIOR STREETS, SIDEWALKS/STREET, RAMPS, DOCK AREAS, SIDES OF BUILDING, AND SIDEWALK CLEANING SERVICES		
	TASK	FREQUENCY
8	Sweep areas between buildings flanking entryways.	As needed.
9	Sweep rear sidewalks, entrance and dock area.	Daily and as needed.
10	Sweep hallways and walkways.	Daily and as needed.
11	Sweep or hose sides of building.	As needed.

WINDOW WASHING SERVICE		
(Work shall be as described in this Exhibit A-2 (A), unless otherwise specified in Exhibit C, Technical Exhibits to Statement of Work Groups 2 and 4 Facilities)		
	TASK	FREQUENCY
1	Cover books, papers, flower pots, or other items on window ledges or sill. Cover furniture such as desks, tables, cabinets, or any other item in front of windows. Cover all office furniture, which cannot be moved, with plastic cover.	Quarterly. Provide a 2 day notice prior to cleaning.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
(Work shall be as described in this Exhibit A-2 (A), unless otherwise specified in Exhibit C, Technical Exhibits to Statement of Work Groups 2 and 4 Facilities)		
	TASK	FREQUENCY
2	Window washers shall not stand on top of furniture.	Quarterly. Provide a 2 day notice prior to cleaning.
3	Window washers shall return all items that were moved to their original location, upon completion of washing windows.	Quarterly. Provide a 2 day notice prior to cleaning.
4	Wash all interior and exterior glass or mirrors, metal frames, metal louvers, porcelain panels, inside and outside, window sills and ledges completely, including stainless steel mullions, aluminum mullions, window screen, and outside building surfaces, such as marble and other smooth surfaces.	Quarterly. Provide a 2 day notice prior to cleaning.
5	Remove streaks and watermarks from all windows, walls, and ledges. Remove excess water from floors in the immediate area; remove all water and cleaning agents before leaving the area.	Quarterly. Provide a 2 day notice prior to cleaning.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
(Work shall be as described in this Exhibit A-2 (A), unless otherwise specified in Exhibit C, Technical Exhibits to Statement of Work Groups 2 and 4 Facilities)		
	TASK	FREQUENCY
6	Leave windows and the adjacent surrounding areas in a clean condition. Lock all windows.	Quarterly. Provide a 2 day notice prior to cleaning.
7	Remove all cleaning equipment from areas after completion of work.	Quarterly. Provide a 2 day notice prior to cleaning.
8	Immediately report to Administrator all broken windows, mirrors, etc., or otherwise non-functioning window opening and closing mechanisms.	Immediately upon discovery.
9	Perform all window cleaning techniques and practices in a safe manner in accordance with the "Window Cleaning Safety Orders," issued by the Division of Industrial Safety of the State of California. Equipment such as ladders, scaffolds, safety belts, lifts, etc., shall meet California OSHA Safety Standards.	Quarterly. Provide a 2 day notice prior to cleaning.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
(Work shall be as described in this Exhibit A-2 (A), unless otherwise specified in Exhibit C, Technical Exhibits to Statement of Work Groups 2 and 4 Facilities)		
	TASK	FREQUENCY
10	When working overhead, rope off areas or post warning signs to prevent the public from walking into the working area.	Quarterly. Provide a 2 day notice prior to cleaning.
11	Use protective rubber gloves and eye protectors if acid or other corrosive substances are used to clean glass, metal frames, etc.	Quarterly. Provide a 2 day notice prior to cleaning.
12	Shall wear a safety harness with a lifeline while using a Boatswain's chair or operating a power platform. The use of these power lifts is prohibited during severe or adverse weather.	Quarterly. Provide a 2 day notice prior to cleaning.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

Light Fixtures and Ceilings		
	Task	Frequency
1	Wash light fixtures.	Annually or as needed.
2	Wet dust ceiling lights.	Quarterly and/or as needed.
3	Vacuum or brush all ceilings.	Annually or as needed.

CONSUMABLE SUPPLIES

The Contractor shall provide supplies that are hospital grade and meet the required specifications in the SOW and listed below. The Contractor will supply all their own cleaning supplies, paper products, red bags and walk off mats, unless otherwise specified in Exhibit C, Technical Exhibits to Statement of Work Groups 2 and 4 Facilities.

Contractor must provide samples of all supplies and MSDS sheets that will be used for the facilities during the pre-job conference. Facility Manager to review products prior to use. No products to be used that are not prior approved.

1	Must provide white toilet paper (roll) – 2 ply, manufactured by 135 soft plus or equal.
2	Must provide toilet seat covers of a high quality, capable of fitting dispensers.
3	Must provide hospital grade liquid hand soap for all dispensers.
4	Must provide paper towels manufactured by Crown Zellerback or equal that is capable of fitting various dispensers in each facility.
5	Must provide diaper changing liners that are manufacturer's recommendation or equal.
6	Must provide deodorant cakes and/or deodorizers upon County Facility Project Monitors request only.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

7	Must provide "red bags".
8	Must provide trash liners.

DETAILED CLEANING (ADMINISTRATIVE)

DETAILED CLEANING (ADMINISTRATIVE)

GENERAL HOUSEKEEPING: ADMINISTRATIVE, COUNTY OTHER OFFICES		
	TASK	FREQUENCY
1	Clean entrances, doors, glass, door panels/frames, jams and thresh hold plates.	Daily and as needed.
2	Dust all furniture, counter tops, high/low ledges, chair legs, door facings, window sills, fire extinguishers, television sets, damp wipe phones, including public phones.	Daily and as needed.
3	Remove graffiti. (Exterior and Interior)	As needed.
4	Clean/wipe exterior surface of all refrigerators.	As needed.
5	Clean and polish metal on drinking fountains.	Daily and as needed.
6	Clean Chalk Boards, Vinyl Boards and Trays. Clean Boards.	Daily, as needed and upon request.
7	Spot/wash walls. (Office areas and non-office areas.)	As needed.
8	Empty all trash/waste containers.	Daily and as needed.
9	Empty recycle containers in office areas.	Daily and as needed.
10	Remove and store recycle bins contents to designated areas.	When recycle bins are fill and as needed.
11	Clean inside and outside of trash/waste and recycle containers.	As needed.

DETAILED CLEANING (ADMINISTRATIVE)

GENERAL HOUSEKEEPING: ADMINISTRATIVE, COUNTY OTHER OFFICES		
	TASK	FREQUENCY
12	Report all hazardous conditions plumbing problems, floors, walls, doors and other items needing repairs to facilities management. If not repaired within five (5) working days, report to the Hospital Administrator.	Daily and as needed.
13	Turn in lost articles to hospital administration.	Daily and as needed.
14	Rope off all areas, post warnings or directional signs when cleaning floors, walls, or ceilings to protect public and employees from possible injury.	Daily and as needed.
15	Damp dust exterior of any fire extinguisher.	Daily and as needed.
16	Damp dust exterior surfaces of vending machines.	Daily and as needed.

DETAILED CLEANING (ADMINISTRATIVE)

FLOOR MAINTENANCE: ADMINISTRATIVE, COUNTY AND OTHER OFFICES/ LOBBIES, HALLWAYS, WAITING AREAS, AND LOUNGES (For designated Leadership in Energy and Environmental Design (LEED) Facilities, products and cleaning methods will be compliant with LEED certification)		
	TASK	FREQUENCY
1	Dust mop floors. Dust mop all non-carpeted areas using a dust control tool daily, including corners, baseboards and inaccessible areas such as behind file cabinets. Keep baseboards free of dust, splash marks and old seal.	Daily and as needed.
2	Check and sweep all heavy traffic areas.	Daily and as needed.
3	Wet mop all non-carpeted floors. All floors must be dust mopped before wet mopping.	Daily and as needed.
4	Clean and mop up spills and broken glass.	Within 5 minutes of notification.
5	Buff floors. Mop before buffing	Twice a week and as needed.
6	Apply floor finish, (non-slip wax). Apply sealer to terrazzo floors.	Monthly and as needed. Annually.
7	Scrub or strip and refinish floors. Maintained in a clean state, free of build-up of dirt and black markings, and with hospital approved products.	Quarterly and as needed.
8	Vacuum carpets and rugs in offices and non-office areas.	Weekly and as needed.

DETAILED CLEANING (ADMINISTRATIVE)

FLOOR MAINTENANCE: ADMINISTRATIVE, COUNTY AND OTHER OFFICES/ LOBBIES, HALLWAYS, WAITING AREAS, AND LOUNGES (For designated Leadership in Energy and Environmental Design (LEED) Facilities, products and cleaning methods will be compliant with LEED certification)		
	TASK	FREQUENCY
9	Vacuum entrance rugs.	Daily and as needed.
10	Spot clean (shampoo, extraction, dry cleaning or other approved methods based on manufacturer's recommendation and Facility approval) carpets and rugs. Check and remove spots and stains from carpeted areas.	As needed.
11	Clean (shampoo, extraction, dry cleaning or other approved methods based on manufacturer's recommendation and Facility approval) heavy use carpets and rugs. Vacuum carpets and rugs before cleaning	Monthly and as needed.
12	Clean (shampoo, extraction, dry cleaning or other approved methods based on manufacturer's recommendation and Facility approval) carpets and rugs. Remove movable items (chairs, tables, boxes, etc.) from area prior to cleaning. In most cases carpet area should be cleaned on Fridays after hours of operation to allow for drying time over the weekends.	Quarterly and as needed.

DETAILED CLEANING (ADMINISTRATIVE)

13	Vacuum and steam or extraction cleaning of upholstered furnishing.	As needed and as requested.
14	Public Cafeteria, kitchen, and dining area – Strip and wax floors.	Monthly and as needed.
15	Maintain flooring as prescribed by manufacturer and per applicable regulations.	

RESTROOMS		
	TASKS	FREQUENCY
1	Clean walls, doors, partitions, dust vents, sweep and damp mop floors.	Every shift and as needed.
2	Clean restroom fitting.	Every shift and as needed.
3	Clean and disinfect urinals, basins, toilet seats, seat covers, towel and paper fittings and sinks.	Every shift and as needed.
4	Replenish towels, toilet paper, and seat covers in all restrooms.	Every shift and as needed.
5	Replenish hand soap.	Every shift and as needed.
6	Dust low level ledges.	Every shift and as needed.
7	Clean and polish bright metal and mirrors.	Every shift and as needed.
8	Remove marks from walls, doors and partitions.	Every shift and as needed.

DETAILED CLEANING (ADMINISTRATIVE)

STAIRWELLS/LANDINGS		
	TASKS	FREQUENCY
1	Sweep and damp mop all stairs and landings.	Daily and as needed.
2	Dust rails and ledges.	Every shift and as needed.
3	Remove gum behind rail bars.	Every shift and as needed.
4	Check painted walls for marks and remove.	Every shift and as needed.
5	Spot wash stairwell and walls.	Every shift and as needed.

ELEVATORS (SERVICE AND PASSENGER)		
	TASKS	FREQUENCY
1	Sweep and mop floors.	Daily and as needed.
2	Apply floor finish.	As needed.
3	Clean and polish metal and panels.	Daily and as needed.
4	Clean inside and outside doors.	Daily and as needed.
5	Dust light grills.	Daily and as needed.
6	Remove debris from elevator tracks. Sweep or use dry tank vacuum to remove debris from tracks.	Daily and as needed.
7	Check and clean elevator ceilings, doors and walls. Dust mop and damp mop Elevator floors. Keep Elevator tracks clean and free of dust and debris.	Daily and as needed.

PAY TELEPHONES		
	TASKS	FREQUENCY
1	Damp dust interior and exterior telephone booth panels	Daily and as needed.

DETAILED CLEANING (ADMINISTRATIVE)

PAY TELEPHONES		
	with germicidal solution.	
2	Damp dust telephone and wipe with germicidal solution.	Daily and as needed.
3	Report damaged or non-useable telephones to Information systems and Administration department.	Daily and as needed.

AUDITORIUMS, CONFERENCE AND ASSEMBLY ROOMS		
	TASK	FREQUENCY
1	Clean auditoriums, conference and meeting rooms and employee break rooms. Arrange tables and chairs as previously requested. Set up or rearrange rooms upon request.	After each use.
2	Dust mop and damp mop floors. Clean vertical surfaces - spot clean finger marks, smears and graffiti.	Daily and as needed. Wash quarterly.
3	Change floor mats.	Weekly.
4	Vacuum carpets	Daily and as needed.
5	Clean (shampoo, extraction, dry cleaning or other approved methods based on manufacturer's recommendation and Facility approval) carpets/rugs.	Quarterly and as needed.

WAREHOUSE/STORAGE AREAS		
	TASK	FREQUENCY
1	Dust mop office, warehouse/storage areas using a chemically treated dust	Daily.

DETAILED CLEANING (ADMINISTRATIVE)

	WAREHOUSE/STORAGE AREAS	
	TASK	FREQUENCY
	control device.	
2	Machine scrub all floors with an approved solution.	Twice a week.

KITCHEN, NUTRITION AREA(S)		
	TASK	FREQUENCY
1	Dust mop floors. Dust mop all non-carpeted areas using a dust control tool daily, including corners, baseboards and inaccessible areas such as behind file cabinets. Keep baseboards free of dust, splash marks and old seal.	Daily and as needed.
2	High dust all surfaces.	Weekly during night/evening shift.

DETAILED CLEANING (ADMINISTRATIVE)

KITCHEN, NUTRITION AREA(S)		
	TASK	FREQUENCY
1	Dust mop floors. Dust mop all non-carpeted areas using a dust control tool daily, including corners, baseboards and inaccessible areas such as behind file cabinets. Keep baseboards free of dust, splash marks and old seal.	Daily and as needed.
3	Remove trash and steam clean trash containers.	Daily and as needed.
4	Change floor mats	Weekly.

TRASH/SOLID WASTE COLLECTION AND REMOVAL		
	TASK	FREQUENCY
1	Contractor shall provide solid waste receptacle (trash carts for pickup).	Daily.
2	Clean rooms used for the collection of solid waste.	Daily and as needed.
3	Dispose of solid waste only through a certified solid waste disposal facility that has been certified within the meaning of the Solid Waste Disposal Act, as amended by the Resource Recovery Act of 1970.	Daily.
4	Empty and clean all ash trays.	Daily and as needed. (Interior/Exterior locations).

DETAILED CLEANING (ADMINISTRATIVE)

FINISHING WORK		
	TASK	FREQUENCY
1	Clean restrooms and sinks and replenish supplies. Replenish alcohol foam in all areas. Wipe down dispenser. Empty canisters must be recycled. Clean and disinfect seat, seat covers (both sides, towel and paper fittings. Scrub shower floors and wipe clean shower walls and curtains. Clean inside and outside of basin, drain covers and vent openings, bath and restrooms.	Daily and as needed.
2	Clean public restrooms and replenish supplies.	Every hour.
3	Clean employee restrooms, and replenish supplies (i.e. soap, towels, toilet paper, and seat covers, etc.).	Each 8 hour shift and as needed.
4	Damp dust countertops and hopper areas.	Daily and as needed.
5	Clean and polish drinking fountains.	Daily and as needed.
6	Check and remove finger marks and smears and clean low level interior glass partitions, glass door panels, and windows.	Daily and as needed.
7	Dust electrical equipment (only if not connected to patients).	Daily and as needed.
8	Damp dust countertops of all workrooms and hopper areas, e.g., utility rooms.	Daily and as needed.
10	Vacuum upholstered furnishings. Report ripped or torn furnishing for removal and repair.	Daily and as needed.

DETAILED CLEANING (ADMINISTRATIVE)

FINISHING WORK		
	TASK	FREQUENCY
11	Thoroughly wash surfaces of refrigerators, stoves, ovens, ice machines, and all kitchen equipment.	Daily and as needed.
12	Spot clean finger marks, smears and graffiti from vertical surfaces (walls, doors).	Daily and as needed.
13	Wash vertical surfaces (walls, doors, doorjamb).	Daily and as needed.
14	Damp dust all high level items, to include but not limited to: unoccupied closets, lights, ceiling light fixtures, direction and exit signs, air duct grills, fans.	Daily and as needed.
15	Wash ceilings vents.	Daily and as needed.
16	Clean all interior glass partition, glass door panels and windows.	Daily and as needed.
17	Vacuum upholstered furnishing.	Daily and as needed.
18	Damp dust and/or vacuum mini blinds and window shades.	Daily and as needed.
19	Check and clean elevator ceilings, doors and walls. Dust mop and damp mop Elevator floors. Keep Elevator tracks clean and free of dust and debris.	Daily and as needed.
20	Dust mop and damp mop all stairs and landings. Damp dust rails and ledges. Remove gum behind rail bars. Check painted walls for marks and remove. Spot wash stairwell and walls.	Daily and as needed.

DETAILED CLEANING (ADMINISTRATIVE)

FINISHING WORK		
	TASK	FREQUENCY
21	Dust mop all heavy traffic areas in the morning and evening.	Each shift and as needed.
22	Wash windows (inside and outside surfaces including screens.	Quarterly. Monday through Friday between 7:00 a.m. and 4:00 p.m.
23	Auditoriums, conference and meeting rooms. Reconfigure as previously set up. Set up rooms as requested	After each use within the buildings.
24	Sweep and damp mop stairs and landings at loading dock. Vertical surfaces - spot clean finger marks, smears and graffiti	Daily and as needed. Wash quarterly.
25	Change Floor mats.	Weekly.
26	Clean and disinfect all public telephones and wash telephone booths (if applicable including ledges and doors; spot clean walls. Report all plumbing, floors, walls, doors and other items needing repairs to Facilities Management. Rope off areas, post warning or directional signs when cleaning floors, walls, or ceilings to protect public and employees from possible injury.	Daily and as needed.
27	Damp dust fire extinguishers. Damp dust exterior surfaces of vending machines.	Daily and as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

PEST EXTERMINATION SERVICES

Contractor shall provide the following Pest Extermination Services to include but not limited to fleas, ants, roaches, mites, and vermin for all Facility areas.

Contractor' Pest Extermination Services, for all work involving the use of chemicals, shall be accomplished by a State of California licensed pest control operator. Contractor shall ensure that only persons possessing a valid California Pest Control Advisor License make written recommendations for use of chemicals prior to any application. Contractor, prior to using restricted pesticides, shall furnish Department of Health Services with a valid and current restricted materials permit issued by the County Agricultural Commissioner Department.

	TASK	FREQUENCY
1	<p>Inspect building and grounds to locate, identify and eradicate infestations of pests (including ants, flies, fleas, roaches, gnats, spiders), rodents, etc.,</p> <p>Prepare and use approved poison bait, insecticides, and traps in infested areas.</p> <p>Locate conditions conducive to infestations and develop and implement preventive pest control programs subject to County approval.</p> <p>Report to Administrator damage to building appurtenant structures from termites, damp rot, or other pests.</p>	Twice a week and as needed within a twenty four (24) hour period, including holidays.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

2	Provided Pest Extermination Services.	Weekly patient and dietary areas and monthly in office areas.
3	Adhere to all regulations and safety precautions listed in the "Pesticide Information and Safety Manual" published by the University of California will be adhered to.	In the provisions of all Pest Extermination Services

PARKING LOT, INTERIOR STREETS, SIDEWALKS/STREET, RAMPS, DOCK AREAS, SIDES OF BUILDING, AND SIDEWALK CLEANING SERVICES		
	TASK	FREQUENCY
1	Clean parking lots of trash. Remove oil, grease, and other stains from parking lot surfaces, using conventional equipment. Remove dirt and litter from around obstructions such as concrete wheel stops.	Daily and as needed.
2	Clean and sweep all interior streets and parking lots on the Facility.	Daily and as needed.
3	Clean sidewalks adjacent to all buildings and parking lots using	Daily and as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

PARKING LOT, INTERIOR STREETS, SIDEWALKS/STREET, RAMPS, DOCK AREAS, SIDES OF BUILDING, AND SIDEWALK CLEANING SERVICES		
	TASK	FREQUENCY
	<p>conventional sweeping equipment.</p> <p>Empty and wash trash containers and move other obstructions such as rubbish bins. Furnish and install plastic bags when needed.</p> <p>Note and report any needed repairs of parking lot or sidewalk surfaces and adjacent fences to Facilities Management.</p>	
4	<p>Sweep sidewalk areas and remove cigarette butts.</p> <p>Sidewalk traversing areas.</p>	Daily and as needed.
5	Remove scruff marks from yellow painted edges/ surfaces.	Same as above.
6	Wash all sidewalks.	Weekly and as needed.
7	Sweep steps and landings.	Daily and as needed.
8	Sweep areas between buildings.	As needed.
9	Sweep rear sidewalks, entrance and dock area.	Daily and as needed.
10	Sweep hallways and walkways.	Daily and as needed.
11	Sweep or hose sides of building.	As needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
(Work shall be as described in this Exhibit A-2 (A), unless otherwise specified in Exhibit C, Technical Exhibits to Statement of Work Groups 2 and 4 Facilities)		
	TASK	FREQUENCY
1	Cover books, papers, flower pots, or other items on window ledges or sill. Cover furniture such as desks, tables, cabinets, or any other item in front of windows. Cover all office furniture, which cannot be moved, with plastic cover.	Quarterly. Provide a 2 day notice prior to cleaning.
2	Window washers shall not stand on top of furniture.	Quarterly. Provide a 2 day notice prior to cleaning.
3	Window washers shall return all items that were moved to their original location, upon completion of washing windows.	Quarterly. Provide a 2 day notice prior to cleaning.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

4	Wash all interior and exterior glass or mirrors, metal frames, metal louvers, porcelain panels, inside and outside, window sills and ledges completely, including stainless steel mullions, aluminum mullions, window screen, and outside building surfaces, such as marble and other smooth surfaces.	Quarterly. Provide a 2 day notice prior to cleaning.
5	Remove streaks and watermarks from all windows, walls, and ledges. Remove excess water from floors in the immediate area; remove all water and cleaning agents before leaving the area.	Quarterly. Provide a 2 day notice prior to cleaning.
6	Leave windows and the adjacent surrounding areas in a clean condition. Lock all windows.	Quarterly. Provide a 2 day notice prior to cleaning.
7	Remove all cleaning equipment from areas after completion of work.	Quarterly. Provide a 2 day notice prior to cleaning.
8	Immediately report to Administrator all broken windows, mirrors, etc., or otherwise non-functioning window opening and	Immediately upon discovery.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
(Work shall be as described in this Exhibit A-2 (A), unless otherwise specified in Exhibit C, Technical Exhibits to Statement of Work Groups 2 and 4 Facilities)		
	TASK	FREQUENCY
	closing mechanisms.	
9	Perform all window cleaning techniques and practices in a safe manner in accordance with the "Window Cleaning Safety Orders," issued by the Division of Industrial Safety of the State of California. Equipment such as ladders, scaffolds, safety belts, lifts, etc., shall meet California OSHA Safety Standards.	Quarterly. Provide a 2 day notice prior to cleaning.
10	When working overhead, rope off areas or post warning signs to prevent the public from walking into the working area.	Quarterly. Provide a 2 day notice prior to cleaning.
11	Use protective rubber gloves and eye protectors if acid or other corrosive substances are used to	Quarterly. Provide a 2 day notice prior to cleaning.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
(Work shall be as described in this Exhibit A-2 (A), unless otherwise specified in Exhibit C, Technical Exhibits to Statement of Work Groups 2 and 4 Facilities)		
	TASK	FREQUENCY
	clean glass, metal frames, etc.	
12	Shall wear a safety harness with a lifeline while using a Boatswain's chair or operating a power platform. The use of these power lifts is prohibited during severe or adverse weather.	Quarterly. Provide a 2 day notice prior to cleaning.

Light Fixtures and Ceilings		
	Task	Frequency
1	Wash light fixtures.	Annually or as needed.
2	Wet dust ceiling lights.	Quarterly and/or as needed.
3	Vacuum or brush all ceilings.	Annually or as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

CONSUMABLE SUPPLIES

The Contractor shall provide supplies that are **hospital** grade and meet the required specifications in the SOW and listed below. The Contractor will supply all their own cleaning supplies, paper products and red bags **unless otherwise specified in Exhibit C, Technical Exhibits to Statement of Work Groups 2 and 4 Facilities.**

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Contractor must provide samples of all supplies and MSDS sheets that will be used for the facilities during the pre-job conference. Facility Manager to review products prior to use. No products to be used that are not prior approved.

1	Must provide white toilet paper (roll) – 2 ply, manufactured by 135 soft plus or equal.
2	Must provide toilet seat covers of a high quality, capable of fitting dispensers.
3	Must provide paper towels manufactured by Crown Zellerback or equal that is capable of fitting various dispensers in each facility.
4	Must provide diaper changing liners that are manufacturer's recommendation or equal.
5	Must provide deodorant cakes and/or deodorizers upon County Facility Project Monitors request only.
6	Must provide trash liners.

HOUSEKEEPING SERVICES PRICING SHEET SUMMARY (GROUPS 2 AND 4)

EXHIBIT B (A)

This page is a summary of potential maximum not to exceed costs for County that includes County's Unscheduled Work Funds. Use of Unscheduled Work Funds referenced here may only be authorized by an executed Amendment to the Agreement and pursuant to Agreement, Subparagraph 3.3, Paragraph 5.7, Unscheduled Work Fund, and Subparagraph 8.1.4. Further, actual not to exceed payment rates are set forth in Exhibits B-1 (D) and B-2 (A).

Group 2 DHS Facilities: High Desert Multi-Service Ambulatory Care Center, Antelope Valley HC, Lake LA Community Clinic, Littlerock Community Clinic, South Valley HC, Acton HC, and Warm Springs HC

Group 4 DHS Facilities: DHS Administrative Offices-Commerce, El Monte CHC, and La Puente HC

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	ORIGINAL DHS Annual Contract Sum	ORIGINAL DHS Annual 10% Unscheduled Work	DHS Amendment Annual Increase	DHS Annual 10% Unscheduled Work Increase	Reduced Services at HD MACC for Estimated 6 Month Period	DHS Amendment Annual Increase & 10% Unscheduled Work Increase	NEW DHS Total Annual Contract Sum	NEW DHS Annual Contract Sum Including 10% Unscheduled Work Plus Reduced Services at HD MACC for 6 Months
Group 2	\$1,018,578	\$101,858	\$158,477	\$15,848	\$0	\$174,325	\$1,177,055	\$1,294,761
Group 4	\$810,466	\$81,047	\$0	\$0	\$0	\$0	\$0	\$891,513
Total	\$1,829,045	\$182,904	\$158,477	\$15,848	\$0	\$174,325	\$1,177,055	\$2,186,274

Group 4 DPH Facilities: Ruth Temple HC, Whittier Public HC, and Public Health Laboratory and Trailer

	(I)	(J)	(K)
	ORIGINAL DPH Annual Contract Sum	ORIGINAL DPH Annual 10% Unscheduled Work	UNCHANGED DPH Annual Contract Sum Including 10% Unscheduled Work
Group 4	\$419,943	\$41,994	\$461,937
Total	\$419,943	\$41,994	\$461,937

Original Annual Contract Sum Including 10% Unscheduled Work For DHS & DPH:

\$2,473,886

NEW Annual Contract Sum Including 10% Unscheduled Work For DHS & DPH :

\$2,648,211

Total (H+K)

**HOUSEKEEPING SERVICES
PRICING SHEETS**

FOR BASIC HOUSEKEEPING SERVICES (Work is Described in Agreement, Exhibits A-1, and A-2, SOW and Exhibit C, Technical Exhibits to SOW)					
FACILITY LOCATION	BILL TO ADDRESS (Submit Invoices)		MONTHLY PRICE		ANNUAL PRICE (monthly price x 12)
DHS FACILITIES					
HIGH DESERT REGIONAL HEALTH CENTER	High Desert Regional Health Center, Accounting Office, 335 East Avenue I, Lancaster, CA 93535		64,495.65		\$773,947.80
ANTELOPE VALLEY HEALTH CENTER	High Desert Regional Health Center, Accounting Office, 335 East Avenue I, Lancaster, CA 93535		5,184.48		\$62,213.75
LAKE LOS ANGELES COMMUNITY CLINIC	High Desert Regional Health Center, Accounting Office, 335 East Avenue I, Lancaster, CA 93535		1,192.84		\$14,314.10
LITTLEROCK COMMUNITY CLINIC	High Desert Regional Health Center, Accounting Office, 335 East Avenue I, Lancaster, CA 93535		943.57		\$11,322.88
SOUTH VALLEY HEALTH CENTER	High Desert Regional Health Center, Accounting Office, 335 East Avenue I, Lancaster, CA 93535		\$17,388.77		\$208,665.28

**HOUSEKEEPING SERVICES
PRICING SHEETS**

FOR BASIC HOUSEKEEPING SERVICES					
(Work is Described in Agreement, Exhibits A-1, and A-2, SOW and Exhibit C, Technical Exhibits to SOW)					
FACILITY LOCATION	BILL TO ADDRESS (Submit Invoices)		MONTHLY PRICE		ANNUAL PRICE
* ACTON HEALTH CLINIC	High Desert Regional Health Center, Accounting Office, 335 East Avenue I, Lancaster, CA 93535		\$8,882.64		\$106,591.68
* WARM SPRINGS HEALTH CLINIC	High Desert Regional Health Center, Accounting Office, 335 East Avenue I, Lancaster, CA 93535		\$0.00		\$0.00
	GROUP 2 TOTAL:		\$98,087.96		\$1,177,055.49
* Warm Springs staff relocated to Acton. Monthly amount from Warm Springs has been transferred to Acton.					

FOR AUTHORIZED ADDITIONAL HOUSEKEEPING SERVICES	
(Description of Work is Set Forth in Agreement, Exhibit A-3)	
Annual 10% Unscheduled Work For Group 2:	\$117,705.55
ADDITIONAL SERVICES	HOURLY RATES INCLUDING BENEFITS
Unscheduled Work/Emergencies	
Facility Additions - Staffing	
Housekeeper Day Shift	\$16.92
Housekeeper Grave yard Shift	\$17.82
Principal Housekeeper	\$17.82
Supervisor	\$25.65

**HOUSEKEEPING SERVICES
PRICING SHEETS**

FOR AUTHORIZED ADDITIONAL HOUSEKEEPING SERVICES FOR CHSs, CLINICS, AND ADMINISTRATIVE OFFICES

(Description of Work is Set Forth in Agreement, Exhibit A-3)

FACILITY	SERVICE DATES	EMERGENCY SERVICES	EXPANDED SERVICES	DESCRIPTION	*ANNUAL 10% UNSCHEDULED WORK 5/24/11 - 5/23/12	*ANNUAL 10% UNSCHEDULED WORK 5/24/12 - 5/23/13	*ANNUAL 10% UNSCHEDULED WORK 5/24/13 - 5/23/14	*ANNUAL 10% UNSCHEDULED WORK 5/24/13 - 5/31/14
				Beginning Balance	\$101,857.84	\$101,857.84	\$101,857.84	\$117,705.55
South Valley HC	9/10/2012 - 5/31/14	N/A	X	Project 1 as described in Exhibit A-3, has a one time fee of \$1,571.68 for initial cleaning in preparation for opening. Effective 9/17/12 -5/31/14 pay for ongoing services at an additional cost of \$1,094.26 per month as described in Exhibit A-3.		\$11,420.02	\$13,131.12	
High Desert Multi-Services Ambulatory Care Center	4/9/13 - 4/17/13	X	N/A	Project 2 as described in Exhibit A-3 has a one time fee for Emergency Cleaning at High Desert due to Dirt Storm.		\$3,471.25		
High Desert Multi-Services Ambulatory Care Center	5/29/13 - 6/6/13	X	N/A	Project 3 as described in Exhibit A-3 has a one time fee for Emergency Cleaning (5/ 29 - 6/6, 2013) at High Desert due to Dirt Storm.		\$2,642.08		
High Desert Regional Health Center	10/1/13 - 5/31/14	N/A	X	Project 4 as described in Exhibit A-3 for additional housekeeping services and supplies for the period of 10/1/13 - 5/31/14, in preparation for the transitional move and opening of the new High Desert Regional Health Center (See quote sent 2/3/14 for actual estimated cost of \$87,870.14).			\$88,000.00	
Remaining Balance for Group 2:					\$101,857.84	\$84,324.49	\$726.72	\$117,705.55

*10% Unscheduled Work Fund amount is set forth in Exhibit B, Housekeeping Services Pricing Sheet for Group 2

**HOUSEKEEPING SERVICES
PRICING SHEETS**

FOR BASIC HOUSEKEEPING SERVICES (Work is Described in Agreement, Exhibits A-1, and A-2, SOW and Exhibit C, Technical Exhibits to SOW)			
FACILITY LOCATION	BILL TO ADDRESS (Submit Invoices)	MONTHLY PRICE	PRICE (monthly price x 12)
*DHS FACILITIES			
DHS ADMINISTRATIVE OFFICES-COMMERCE	DHS Administrative Offices, Facilities Management, Suite 100-04, Room 1023, 5555 Ferguson Dr., Commerce, CA 90022	36,395.54	\$436,746.53
EL MONTE COMPREHENSIVE HEALTH CENTER	LAC+USC Medical Center, Expenditure Management, P.O. Box 861749, Los Angeles, CA 90086	26,179.58	\$314,154.97
LA PUENTE HEALTH CENTER	LAC+USC Medical Center, Expenditure Management, P.O. Box 861749, Los Angeles, CA 90086	4,963.74	\$59,564.90
	*DHS TOTAL:	\$67,538.87	\$810,466.41
*DPH FACILITIES			
RUTH TEMPLE HEALTH CENTER	Ruth Temple Health Center, Community Health Services, 3834 South Western Ave, Los Angeles, CA 90062	\$10,826.04	\$129,912.45
WHITTIER PUBLIC HEALTH CENTER	Whittier Public Health Center, Community Health Services, 7643 South Painter Ave, Whittier, CA 90602	\$7,530.06	\$90,360.75
PUBLIC HEALTH LABORATORY AND TRAILER	Public Health Laboratory and Trailer, 12750 Erickson Ave, Downey 90242, Attention: Mary Beth Duke	\$16,639.12	\$199,669.46
	*DPH TOTAL:	\$34,995.22	\$419,942.66
	GRAND TOTAL:	\$102,534.09	\$1,230,409.07
*DHS-Department of Health Services Facilities			
*DPH- Department of Public Health Facilities			

HOUSEKEEPING SERVICES
PRICING SHEETS

FOR AUTHORIZED ADDITIONAL HOUSEKEEPING	
(Description of Work is Set Forth in Agreement, Exhibit A-3)	
Annual 10% Unscheduled Work For Group 4:	\$123,040.91
ADDITIONAL SERVICES	HOURLY RATES INCLUDING BENEFITS
Unscheduled Work/Emergencies	
Facility Additions - Staffing	
Housekeeper Day Shift	\$16.92
Housekeeper Swing Shift	\$17.42
Housekeeper Grave yard Shift	\$17.82
Principal Housekeeper	\$17.82
Supervisor	\$25.65

**HOUSEKEEPING SERVICES
PRICING SHEETS**

FOR AUTHORIZED ADDITIONAL HOUSEKEEPING SERVICES FOR CHSS, CLINICS, AND ADMINISTRATIVE OFFICES
(Description of Work is Set Forth in Agreement, Exhibit A-4)

FACILITY	SERVICE DATES	EMERGENCY SERVICES	EXPANDED SERVICES	DESCRIPTION	*ANNUAL 10% UNSCHEDULED WORK 5/24/11 - 5/23/12	*ANNUAL 10% UNSCHEDULED WORK 5/24/12 - 5/23/13	*ANNUAL 10% UNSCHEDULED WORK 5/24/13 - 5/23/14
				Beginning Balance	\$123,040.91	\$123,040.91	\$123,040.91
				Remaining Balance for Group 4:	\$123,040.91	\$123,040.91	\$123,040.91

**LOS ANGELES COUNTY HIGH DESERT REGIONAL HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

1. INTRODUCTION: HEALTH AND PATIENT CARE SERVICES

Los Angeles County High Desert Regional Health Center (LAC HDRHC) located at 335 East Avenue I, Lancaster, CA 93535. The facility includes a licensed Ambulatory Surgical Center (ASC) and also provides urgent care, outpatient primary care and outpatient specialty services. The facility also provides a wide range of ancillary services and houses administrative and support services supporting both LAC HDRHC and a network of four health centers.

Services provided at HDRHC include:

- Outpatient Surgery and Special Procedures
- Adult Primary Care
- Pediatric Clinic
- Pediatric Dental Clinic
- Women's Clinic
- Urgent Care Clinic
- Psychology Clinic
- Medical Subspecialty Clinics (Cardiology, Chest Medicine, Endocrinology, Gastroenterology, Nephrology, Neurology, Oncology/Hematology, Infusion and Physical Medicine)
- Surgical Subspecialty Clinics (Gynecology, ENT, Orthopedics, Podiatry, General Surgery and Urology)
- Disease Management Clinics for Diabetes and Asthma
- Antelope Valley Hope Clinic (HIV/AIDS Clinic)
- Medical Hub Clinic for Children in Foster Care
- SCAN Clinic Suspected Victims of Child Abuse or Neglect
- Radiology (x-ray, fluoroscopy, ultrasound, mammography and CT)
- Laboratory
- Pharmacy
- Electro Diagnostic Testing
- Respiratory Therapy
- Physical, Occupational and Speech Therapies

The LAC HDRHC campus includes a 2-story 121,000 square foot clinical services building, a one-story 15,600 square foot support services building, and a one-story 5,600 square foot facilities building. The facility houses approximately 385 employees.

2. FACILITY HOURS OF OPERATION FOR HDHS

Listed below are the Facility Hours of Operation.

**LOS ANGELES COUNTY HIGH DESERT REGIONAL HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

FACILITY	HOURS
Urgent Care Clinic (including Orthopedics)	7 days a week including holidays 8:00 a.m. to 12:30 am
Oncology/Hematology/Infusion	Monday – Friday excluding holidays 8:00 a.m. to 6:00 p.m.
Adult Primary Care, Pediatrics Clinic, Women's Clinic, and Antelope Valley Hope Center	Monday through Friday 8:00 a.m. to 4:30 p.m.
Ambulatory Surgical Center (ASC)	Monday through Friday, closed holidays 6:00 a.m. to 6:00 p.m.
Medical and Surgical Subspecialty Clinics	Monday through Friday 8:00 a.m. to 4:30 p.m.
Laboratory Services	7 days a week, including holidays, 8:00 a.m. to 12:00 p.m.
Radiology Services	Monday through Friday, 8:00 a.m. to 8:00 p.m. (and as needed)
Children's Dental	Monday through Friday 8:00 a.m. to 7:00 pm.

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services: Level 1 Intensity (Patient Care areas), Level 2 Intensity (Non-Patient/Non-Public Areas), and Level 3 Intensity (Miscellaneous Services). If cleaning levels are not required, it will be noted as Not Applicable (N/A).

3.1 LEVEL 1 INTENSITY (PATIENT CARE AREAS)

- 1) Patient Care areas
 - a) Pre-Op/Post-Op Holding Area
 - b) Surgery/Recovery Suites
- 2) Ancillary Services Areas
 - a) Central Services
 - b) Radiology areas
 - c) Laboratory
 - d) Electro diagnostic Services
 - e) Pharmacy area (including IV Therapyh and Chemotherapy preparation rooms)
 - g) Physical Therapy
 - h) Occupational Therapy
 - i) Speech Therapy
 - j) Respiratory Therapy Services
 - k) 3 Ambulatory Care Clinics

**LOS ANGELES COUNTY HIGH DESERT REGIONAL HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

- a) Pediatrics Clinics
 - b) Pediatric Dental Clinic
 - c) Adult Primary Care
 - d) Oncology/Hematology and Infusion Clinics
 - e) Mental Health
 - f) AV Hope Clinic
 - g) HUB/SCAN Clinic
 - h) Urgent Care/Orthopedics Clinic
 - i) Women's Health Clinic
 - j) INS Clinic-Employee Health
 - k) Disease Management Clinic
- 4) Public Areas
- a) Atrium, Lobbies, hallways and public waiting areas (including eating area adjacent to concession cafeteria)
 - b) Public toilets
 - c) Staff toilets

3.2 LEVEL 2 INTENSITY (NON-PATIENT/NON-PUBLIC AREAS)

- 1) Administrative Offices
- 2) Other offices
- 3) Registration
- 4) Auditoriums, conference rooms, meeting rooms and classrooms
- 5) Educational and consulting service areas
- 6) Information Systems areas
- 7) Clean Linen Receiving and storage area
- 8) Locker rooms
- 9) Lounges
- 10) Medical Library
- 11) Health Information Management (Medical Records) areas
- 11) Other non-patient service areas

3.3 LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Facilities building
- 2) Floor mat placement
- 3) Kitchen/Dietary areas
- 4) Laundry/Linen area
- 5) Soiled Linen
- 6) Sidewalks, ramps, dock areas, sides of buildings and hardscape in courtyards
- 7) Stairs and landings
- 8) Warehouse
- 9) Waste collection and removal (interior and exterior)
- 10) Wheelchairs/gurneys – steam clean

**LOS ANGELES COUNTY HIGH DESERT REGIONAL HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

- 11) Windows (inside and outside)
- 12) Public pay phones
- 13) Gift Shop

4. HISTORICAL SERVICE VOLUMES

Listed below are historical service volumes.

LOCATION	FISCAL YEAR July 2011- June 2012 (12 Months)	FISCAL YEAR July 2012- June 2013 (12 Months)	FISCAL YEAR July 2009- January 2010 (7 Months)
Patient Visits and Outpatient surgeries and special procedures	73,609	69,173	43,275

5. FACILITY SQUARE FOOTAGE

The Facility Description and Department square footage is listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
Clinical Services Building		121,000
Support services Building		15,600
Facilities		5,600
	GRAND TOTAL:	142,200

**LOS ANGELES COUNTY - HIGH DESERT REGIONAL HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

Facility Specifications

Hours of Operation	Days of Operation	Cleaning Hours
8:00 am – 1:00 am	Sun- Sat	8:00 am – 1:00 am
ASC 6:00 a.m. – 4:30 p.m.	Monday – Friday	8:00 a.m. – 8:00 p.m.

Staffing	Housekeepers			Supervisors	
Shift	No.	Hours	Shift	No.	Hours
Day: 8:00am – 4:30 pm	4	8	Day: 7:30am – 3:30 pm	1	8
Swing: 3:30 pm – 12:00 am	12	8	Swing: 3:00 pm – 11:30 pm	1	8
Graveyard: 4:30pm – 1:00am	0	8	Graveyard: 11:00 pm – 7:30 am		

Facility Specifications

Gross Square Footage	142,000	
Staff in Building (County + Contractor)	290	
Approximate Number of Persons Entering/Exiting Building Per Month	8000	
Number of Floors	Clinical Services Building – 2, Support Services Building – 1, Facilities Building – 1	
Number of Stairwells	2 (and one open stair)	
Number of Elevators	3	
Approximate Number of Light Fixtures	2259	
Number of Parking Lots	5	
Number of Cafeterias	1	
Number of Kitchen Areas	1	
Number of Kitchenettes (including nursing stations)	6	
Approximate Number of Sinks	210	
Approximate Number of Single Fold Paper Towel Dispensers	210	
Approximate Number of Soap Dispensers	250	Liquid
Number of Restrooms (ALL)	62	
Number of Sanitary Napkin Dispensers	0	

**LOS ANGELES COUNTY - HIGH DESERT REGIONAL HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

Number of Tampon Dispensers	0
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Medical and Bio-hazardous Waste Removal					
Number of Sealed Containers	9	Pickups Per Week	1	Autoclave (Y/N)	NO
Who is Responsible for Medical and Bio-hazardous Waste Collection and Storage?	Contractor	Medical and Bio-Hazardous Waste picked up from storage area by separate County Contractor.			

Trash/Solid Waste Removal					
Number of Trash Bins (Recycling)	4	Pickups Per Week	1 and as-needed	Trash Compactor (Y/N)	Yes
Who is Responsible for Trash Pick Up?	Contractor	Vendor*			

Parking Lot Sweeping		
Number of parking lots	5	
Who is Responsible for parking lot sweeping?	Contractor	Vendor*

Pest Control		
Who is Responsible for Pest Control?	Contractor	Vendor*

*Window Cleaning		
Approximate Number of Windows/Exterior Glass	1175	Interior Partition Glass/Doors
Who is Responsible for Window Cleaning?	Contractor	Vendor*

Who Provides Supplies?	County	Yes (hand soaps and sanitizers)
	Contractor	Yes (all other cleaning supplies)

* Vendor if subcontracted

**LOS ANGELES COUNTY - HIGH DESERT REGIONAL HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

ADDITIONAL INFORMATION

1. The number of surgical procedures performed at High Desert Health System (HDHS) is 6-12 procedures/cases. Day shift only.
2. The number of Operating Room (OR) suites is 3.
3. There are 10-12 room moves and room set ups provided each week at HDHS. Approximately 15 hours per week.
4. The carpet to vinyl/tile percentage breakdown for HDHS is 20% carpet; 80% vinyl/tile.
5. Shredder bins are not emptied by housekeeping contractor.
6. The number of exam rooms at HDHS is 62.
7. Frequency of window washing services shall be 3 times a year. Work shall be as described in Exhibit A-2(A), Statement of Work, Detailed Facility Cleaning Requirements For Comprehensive Health Centers (CHC), Clinics, and Administrative Offices.
8. County will provide scissor lift for high dusting.